

# Disputed Charge Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Request for Disputed Charge Resolution

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally dispute a charge that appeared on my recent statement for the purchase made on [Purchase Date] with the reference number [Transaction Reference Number]. Upon reviewing my records, I have noticed discrepancies regarding this transaction.

Details of the Charge in Question:

- Transaction Amount: [Disputed Amount]
- Item(s) Purchased: [List of Items]
- Order Confirmation Number: [Order Number]

The discrepancy in this charge concerns [Brief Description of Discrepancy, e.g., incorrect amount, item not received, etc.]. I have attached relevant documentation including receipts and correspondence that supports my claim.

I kindly request a thorough review of this matter and a prompt resolution. Please let me know if you require any additional information for the investigation.

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]