

# Transaction Reversal Appeal

Date: [Insert Date]

To: [E-Commerce Site Customer Service]

Subject: Appeal for Transaction Reversal - Order #[Order Number]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to formally appeal for a reversal of a transaction related to my recent order on [E-Commerce Site Name] placed on [Order Date]. The details of the transaction are as follows:

- Order Number: [Order Number]
- Transaction Date: [Transaction Date]
- Transaction Amount: [Amount]
- Payment Method: [Payment Method]

Unfortunately, I encountered an issue with this transaction due to [briefly explain the reason for the reversal, e.g., duplicate charge, merchandise not received, etc.]. I believe that a reversal is warranted under these circumstances.

Attached to this email are the relevant documents supporting my appeal, including [list any attachments, e.g., receipts, screenshots, correspondence].

I kindly ask for your prompt attention to this matter and hope for a swift resolution. Please let me know if you require any further information or documentation to assist in processing my appeal.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]