

Transaction Record Dispute Letter

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute a transaction recorded on my account. The details of the transaction are as follows:

- **Date of Transaction:** [Insert Transaction Date]
- **Transaction Amount:** [Insert Amount]
- **Merchant Name:** [Insert Merchant Name]
- **Transaction Reference Number:** [Insert Reference Number]

I believe this charge is incorrect due to [provide a brief explanation of the dispute, e.g., fraudulent charge, incorrect amount, lack of service, etc.].

I have attached any relevant documents that support my position, including [list any attached documents, such as receipts or statements].

Thank you for your attention to this matter. I kindly request that you investigate this transaction and provide me with a resolution as soon as possible.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]