

# Dispute Credit Card Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Credit Card Issuer Name]

[Issuer Address]

[City, State, ZIP Code]

Subject: Disputed Charge on Credit Card Account #[Your Account Number]

Dear [Credit Card Issuer Name],

I am writing to formally dispute a charge on my credit card statement dated [Insert Statement Date]. The charge in question is for [amount] and is listed as [merchant name or description].

I believe this charge is incorrect because [brief explanation of the issue, such as unauthorized charges, billing errors, or services not rendered].

Enclosed are copies of relevant documents supporting my position, including [list documents, e.g., receipts, correspondence, etc.].

According to the Fair Credit Billing Act, I request that you investigate this matter and correct the billing error. Please inform me of the outcome of your investigation and any actions taken within [30 days].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]