

To Whom It May Concern

Date: [Insert Date]

Account Holder: [Your Name]

Account Number: [Your Account Number]

I am writing to formally dispute the following charges on my credit card statement:

- **Date of Charge:** [Insert Date] - **Amount:** [Insert Amount] - **Merchant:** [Merchant Name]
- **Date of Charge:** [Insert Date] - **Amount:** [Insert Amount] - **Merchant:** [Merchant Name]

The reason for this dispute is that these charges are unauthorized and I did not make these transactions. I have attached relevant documentation to support my claim, including copies of my transaction history and correspondences with the merchant.

I would appreciate your prompt attention to this matter and request that these charges be investigated and resolved at your earliest convenience. Please inform me of the outcome of your investigation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]