

Consumer Complaint Letter for Credit Card Dispute

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally dispute a charge on my credit card account [Account Number]. On [Date of Transaction], I noticed a charge of [Disputed Amount] for [Description of Transaction] that I did not authorize. This charge is inaccurate as [brief explanation of the reason for the dispute].

I have attached copies of relevant documents, including receipts and correspondence related to this matter. I kindly request that you investigate this issue and resolve it as soon as possible. I expect a response within 30 days as per the Fair Credit Billing Act.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]