

# Dispute Letter for Unauthorized Credit Card Fee

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Credit Card Company Name  
Customer Service Department  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally dispute an unauthorized charge on my credit card account (Account Number: XXXX-XXXX-XXXX-XXXX). The charge in question is for **\$XX.XX** dated [**date of transaction**], which I believe to be incorrect.

I have not authorized this transaction and request a thorough investigation into this matter. I kindly ask that you reverse the charge and provide me with a written confirmation of your findings.

Enclosed are copies of relevant documents including my statement highlighting the disputed charge. Please let me know if you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]