

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

Customer Service  
[Credit Card Company Name]  
Company Address  
City, State, ZIP Code

Subject: Inquiry Regarding Disputed Credit Card Transaction

Dear Customer Service,

I am writing to formally inquire about a disputed transaction on my credit card statement. The transaction in question occurred on [Date] and was charged at [Merchant Name] for the amount of [Amount].

Upon reviewing my statement, I do not recognize this charge and believe it to be fraudulent. I kindly request your assistance in investigating this matter and resolving the dispute. I have attached copies of my statement and any relevant documentation for your reference.

Please let me know the next steps I should take to resolve this issue. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,  
Your Name