

Disputed Charges Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Name] Customer Service,

I am writing to formally dispute certain charges that have appeared on my account statement dated [Insert Statement Date]. The details of the disputed charges are as follows:

- **Transaction Date:** [Insert Date]
- **Merchant Name:** [Insert Merchant]
- **Transaction Amount:** \$[Insert Amount]
- **Reason for Dispute:** [Insert Reason]

I kindly request that you investigate these charges and reverse them if found to be unauthorized or incorrect. Attached are copies of my account statement and any relevant documentation supporting my dispute.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]