

Assertion Against Improper Credit Card Billing

To Whom It May Concern,

I am writing to formally assert a dispute regarding an improper charge on my credit card statement.

Account Holder Name: [Your Name]

Account Number: [Your Credit Card Number]

Transaction Date: [Transaction Date]

Transaction Amount: \$[Transaction Amount]

Upon reviewing my billing statement, I noticed a charge that I believe is erroneous and not authorized by me. The charge is as follows:

[Details of the charge, including merchant name and description]

I have attached copies of my statements and any relevant documentation that supports my claim. I kindly request that this charge be reversed and that my account be credited accordingly.

Please respond to this letter at your earliest convenience to confirm that this matter is being investigated.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]