

# Credit Card Refund Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally dispute a charge on my credit card account. The charge in question is for [provide details of the transaction, including the date, amount, and merchant name]. My account number is [insert account number].

Details of the dispute:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Merchant Name: [Merchant]

While I attempted to resolve this matter directly with the merchant, I was unable to reach a satisfactory agreement. [Explain the details of your communication with the merchant, including dates and responses, if applicable.]

Therefore, I request a refund of the disputed amount. I have attached copies of relevant documents, including receipts and any correspondence with the merchant, for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]