

Credit Card Billing Error Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

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

Subject: Dispute of Billing Error on Account No. [Your Account Number]

Dear Customer Service,

I am writing to formally dispute a billing error on my credit card statement dated [Insert Date]. My account number is [Your Account Number]. Upon reviewing my statement, I noticed an unauthorized charge for [Amount] on [Date of Charge] from [Merchant Name].

I have not made this purchase, nor do I authorize any transactions with [Merchant Name]. As per the Fair Credit Billing Act, I request that you investigate this matter at your earliest convenience. I expect you to resolve this issue and remove the erroneous charge. Enclosed are copies of my statement highlighting the disputed charge.

Please respond within 30 days of receiving this letter and inform me about the findings of your investigation.

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

Sincerely,
[Your Name]