

Chargeback Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a chargeback for a transaction that occurred on [Insert Transaction Date] for the amount of [Insert Amount] at [Merchant Name]. The transaction was unauthorized, and despite my attempts to resolve the issue with the merchant, I have not received any satisfactory response.

Transaction Details:

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

I have attached any relevant documents to support my claim, including copies of emails exchanged with the merchant. I understand that I have a right to dispute this charge under applicable laws and your policies.

Please let me know if you require any further information or documentation to expedite this process. I look forward to your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]