

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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

Dear Customer Service,

I am writing to formally dispute a transaction on my credit card account. The details of the transaction are as follows:

- **Transaction Date:** [Transaction Date]
- **Transaction Amount:** [Transaction Amount]
- **Merchant Name:** [Merchant Name]
- **Transaction Reference Number:** [Reference Number]

The reason for my dispute is [briefly explain the reason for the dispute, e.g., fraudulent charge, incorrect amount, etc.]. I have attached any supporting documentation for your review.

Please investigate this matter and correct my account accordingly. I would appreciate your prompt attention to this issue.

Thank you for your assistance.

Sincerely,
[Your Name]