

# Chargeback Request for Unsatisfactory Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

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Subject: Chargeback Request for Unsatisfactory Service

Dear [Bank's Chargeback Department],

I am writing to formally request a chargeback for the transaction that took place on [Transaction Date] involving [Merchant Name] in the amount of [Transaction Amount]. Unfortunately, the service provided was unsatisfactory and did not meet the expectations as outlined during the purchase.

Details of the transaction:

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

Despite attempts to resolve the issue directly with the merchant, [explain any correspondence or actions taken, e.g., phone calls, emails, etc.].

I have attached relevant documents, including receipts and any communication, to support my claim.

Thank you for your attention to this matter. I look forward to your prompt response regarding the initiation of the chargeback process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]