

# Chargeback Appeal Letter

Date: [Insert Date]

To: [Credit Card Company Name]

Address: [Credit Card Company Address]

Account Number: [Your Account Number]

Transaction Date: [Transaction Date]

Transaction Amount: \$[Transaction Amount]

Merchant Name: [Merchant Name]

Dear [Credit Card Company Name] Dispute Resolution Team,

I am writing to formally appeal the chargeback request for the transaction referenced above, regarding services that were not rendered by [Merchant Name]. My initial request for a chargeback was made on [Initial Chargeback Request Date] due to the non-fulfillment of services that were promised at the time of purchase.

On [Transaction Date], I paid \$[Transaction Amount] for [description of services], which were to be provided on [Scheduled Date]. However, [Merchant Name] failed to deliver the services as agreed. I have made multiple attempts to contact them, including [describe any communications, e.g., emails, phone calls], but to no avail.

Enclosed with this letter are copies of my communications with the merchant, as well as relevant documentation supporting my claim. I kindly ask that you review this material and reconsider the original chargeback decision.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]