

Chargeback Request for Subscription Cancellation

Date: [Insert Date]

To: [Credit Card Issuer's Name]

Address: [Credit Card Issuer's Address]

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Email: [Your Email Address]

Phone Number: [Your Phone Number]

Subject: Request for Chargeback Due to Subscription Cancellation

Dear [Credit Card Issuer's Name],

I am writing to formally request a chargeback for a transaction related to a subscription that I recently canceled. The details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Merchant Name: [Merchant's Name]
- Transaction Amount: [Transaction Amount]
- Transaction Description: [Description on Statement]

I canceled my subscription on [Cancellation Date], and I was assured that no further charges would be processed. However, I noticed a charge on my statement dated [Charge Date]. As I have not authorized this charge, I kindly request that you initiate a chargeback to reverse this transaction.

Enclosed with this letter are all relevant documents, including:

- Proof of cancellation
- Transaction statement highlighting the disputed charge
- Any additional correspondence with the merchant

I appreciate your prompt attention to this matter and look forward to your confirmation of the chargeback. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]