

# Chargeback Request Due to Merchant Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank's Customer Service],

I am writing to formally request a chargeback for a transaction that I believe was processed in error by the merchant. The details of the transaction are as follows:

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

Unfortunately, I was charged for [briefly explain the error, e.g., an incorrect item, duplicate charge, etc.]. I have attempted to resolve the issue directly with the merchant, but to no avail.

For your reference, I have attached any relevant documentation, including receipts and correspondence with the merchant.

Please process this chargeback at your earliest convenience. If you need any further information, do not hesitate to contact me.

Thank you for your assistance in resolving this matter.

Sincerely,

[Your Name]