

Request for Credit Card Chargeback

Date: [Insert Date]

To: [Credit Card Company Name]

Address: [Credit Card Company Address]

Account Holder: [Your Name]

Account Number: [Your Account Number]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Customer Service Department/Specific Person's Name],

I am writing to formally request a chargeback for an unauthorized transaction that appeared on my credit card statement. 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]

I did not authorize this transaction, and I believe it to be fraudulent. I have already taken steps to secure my account and report this matter to the appropriate authorities.

Please investigate this matter at your earliest convenience and initiate the chargeback process for this unauthorized transaction. I appreciate your prompt attention to this issue.

If you require any further information or documentation to assist in this process, please do not hesitate to contact me at the phone number or email provided above.

Thank you for your assistance.

Sincerely,

[Your Name]