

# Credit Card Dispute Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Credit Card Company Name]  
[Customer Service Address]  
[City, State, Zip Code]

Subject: Dispute of Billing Error - Account Number: [Your Account Number]

Dear [Customer Service Department or Specific Name],

I am writing to formally dispute a billing error on my credit card account, account number [Your Account Number]. I noticed a discrepancy in the statement dated [Statement Date], specifically the charge from [Merchant Name] on [Transaction Date] for the amount of [Amount].

Upon reviewing my records, I believe this charge is incorrect because [Explain the reason for the dispute succinctly, e.g., "I did not make this purchase" or "The amount charged is higher than what was agreed upon"].

I kindly request that you investigate this matter and correct the billing error promptly. Enclosed are copies of relevant documents supporting my claim, including [List any enclosed documents, e.g., receipts, previous correspondence].

Please confirm receipt of this letter and keep me updated on the status of my dispute. Thank you for your attention to this matter.

Sincerely,

[Your Name]