

# Credit Card Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Credit Card Company Name]

[Company Address] [City, State, Zip Code]

## **Subject: Dispute of Double Charge on Credit Card**

Dear [Customer Service Department/Specific Name],

I am writing to formally dispute a double charge that has occurred on my credit card statement. My account number is [Last Four Digits of Card Number]. Upon reviewing my recent transactions, I noticed that I have been charged twice for the same purchase at [Merchant Name] on [Transaction Date].

Here are the details of the disputed charges:

- Transaction Date: [Insert Transaction Date]
- Amount: [Insert Amount]
- Transaction Reference Number: [Insert Transaction Ref Number]

I have attached copies of my receipts and statements to support my claim. I kindly request that you investigate this matter and resolve the issue by issuing a refund for the duplicate charge.

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

Sincerely,

[Your Name]