

# Credit Card Dispute for Membership Fee

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, ZIP Code]

## **Subject: Dispute of Membership Fee Charge**

Dear Customer Service Team,

I am writing to formally dispute a charge made to my credit card account for a membership fee that I do not agree with.

Details of the charge are as follows:

- Account Number: [Your Account Number]
- Charge Date: [Date of Charge]
- Charge Amount: [Amount Charged]
- Description: Membership Fee - [Organization Name]

I did not authorize this charge, as I was under the impression that my membership would not incur a fee or that I had opted out of such a charge. I would appreciate your prompt attention to this matter and kindly ask for a reversal of this charge.

Please confirm receipt of this dispute and let me know the next steps to resolve this issue. I can be reached at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your cooperation.

Best regards,

[Your Name]