

# Credit Card Dispute Letter

Date: [Insert Date]

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

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

Subject: Dispute of Charge - Subscription Cancellation

Dear [Customer Service Department or Specific Contact Name],

I am writing to formally dispute a charge on my credit card account (Account Number: [Insert Account Number]) due to a conflict regarding a subscription cancellation.

On [Insert Date of Subscription Cancellation], I attempted to cancel my subscription to [Insert Subscription Service Name]. However, I noticed that my credit card was charged on [Insert Charge Date] for the amount of [Insert Amount Charged]. I had clearly followed the cancellation process outlined on your website and received confirmation of the cancellation.

As a result, I kindly request that you investigate this matter and reverse the charge. Enclosed are copies of my cancellation confirmation and the billing statement highlighting the disputed charge.

Thank you for your attention to this matter. I look forward to your prompt response regarding the resolution of my dispute.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]