

# Credit Card Dispute Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank/Credit Card Issuer's Name]

[Bank's Address]

[City, State, Zip Code]

## Subject: Request for Transaction Clarification

Dear [Customer Service Department/Specific Contact],

I am writing to formally dispute a transaction on my credit card account. The details of the transaction are as follows:

- **Transaction Date:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Merchant Name:** [Insert Merchant Name]
- **Last Four Digits of Card:** [Insert Last Four Digits]

I have noticed that the details of the transaction do not align with my records and I would appreciate your assistance in clarifying this matter. I believe there may have been an error or an unauthorized charge that requires investigation.

Attached, you will find copies of any relevant documents supporting my dispute, including receipts and previous correspondence related to this transaction.

Please investigate this matter at your earliest convenience and provide me with a written response regarding the outcome of your inquiry. If you require any more information from my side, feel free to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]