

Credit Card Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Subject: Dispute of Unauthorized Charges on Account #[Your Account Number]

Dear [Credit Card Company Representative],

I am writing to formally dispute a charge on my credit card statement for the month of [Insert Month/Year]. The charge in question is for [Insert Amount] and is labeled as [Insert Description of Charge] on my statement dated [Insert Date of Statement].

I did not authorize this transaction, and I believe it to be fraudulent. I have taken the necessary steps to ensure my account security and have reported this to the appropriate authorities.

I kindly request that you investigate this matter at your earliest convenience and remove the charge from my account. Enclosed are copies of my relevant statements and any supporting documentation.

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

Sincerely,

[Your Name]