

Disputed Charge Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute a charge on my account that I believe to be incorrect. The details of the disputed charge are as follows:

- **Account Number:** [Your Account Number]
- **Charge Date:** [Charge Date]
- **Charge Amount:** [Charge Amount]
- **Description of Charge:** [Description]

I kindly request that you investigate this matter and provide a resolution as soon as possible. I have attached any relevant documentation to support my claim.

Please contact me at your earliest convenience to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]