

Credit Card Transaction Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
[Card Issuer's Name]
[Card Issuer's Address]
City, State, Zip Code

Dear Customer Service,

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

- Transaction Date: [Date of Transaction]
- Transaction Amount: \$[Amount]
- Merchant Name: [Merchant's Name]
- Transaction Reference Number: [Reference Number]

Upon reviewing my billing statement, I noticed that this transaction was [reason for dispute, e.g., unauthorized, incorrect amount, etc.]. I have attached supporting documentation for your review.

I kindly ask that you investigate this matter and reverse the charge on my account. Please acknowledge receipt of this dispute within [number] days and inform me of any updates regarding this issue.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
Account Number: [Your Account Number]