

Payment Dispute Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Relevant Department],

I am writing to formally dispute a payment made on [Insert Date] for the transaction [Insert Transaction ID or Receipt Number]. The nature of the dispute is as follows:

- Description of the issue (e.g., wrong item received, service not provided, unauthorized charge, etc.)
- Amount disputed: [Insert Amount]
- Any supporting details (e.g., previous correspondence, documentation, etc.)

As per [Insert relevant policy or law, if applicable], I kindly request a review of this dispute and a prompt resolution. I would appreciate a response within [Insert Time Frame, e.g., 14 days].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]