

Chargeback Dispute Response Letter

Date: [Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Bank Name or Merchant's Name]
[Bank Address]
[City, State, Zip Code]

Subject: Response to Chargeback Dispute - [Transaction ID]

Dear [Recipient Name],

I am writing to formally respond to the chargeback dispute initiated on [Date of Dispute] regarding the transaction for [Product/Service Description] that occurred on [Transaction Date]. The transaction ID for this charge is [Transaction ID].

After reviewing the details of the chargeback, I would like to provide the following information:

- **Transaction Details:** [Details of transaction--amount, date, merchant info]
- **Justification for Charge:** [Explanation of why the charge is valid]
- **Evidence Attached:** [List of attached documents--receipts, emails, etc.]

I believe this chargeback was filed in error and request that you review the attached documentation that supports my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]