

# Chargeback Clarification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Bank's Name]

[Bank's Address]

[City, State, Zip]

Subject: Clarification Regarding Disputed Chargeback - [Chargeback Reference Number]

Dear [Recipient's Name],

I am writing to address the chargeback dispute associated with the transaction dated [Transaction Date] for the amount of [Transaction Amount], which has been highlighted in your recent correspondence.

Transaction Details:

- Merchant Name: [Merchant Name]
- Transaction ID: [Transaction ID]
- Description: [Description of Goods/Services]

I believe there has been a misunderstanding regarding this transaction. [Explain the reason for the charge, providing details that clarify the situation].

For your reference, I have attached [mention any attached documents, e.g., invoices, receipts, correspondence] that further confirm the legitimacy of this transaction.

I kindly request that you review this information and reconsider your position on the chargeback. Should you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Company Name, if applicable]