

Letter of Disagreement on Chargeback Invoice Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute the chargeback invoice claim referenced by invoice number [Insert Invoice Number]. Upon reviewing the details of the chargeback claim, I believe that the charge is unwarranted due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I have attached supporting documents that demonstrate my case, including [mention any relevant documents, e.g., receipts, contracts, correspondence].

Given this information, I kindly request a reassessment of the chargeback claim. I am hopeful that we can resolve this matter amicably and would appreciate your timely response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company Name, if applicable]