

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Response to Chargeback Invoice #[Invoice Number]

Dear [Recipient Name],

We are writing in response to the chargeback request associated with invoice #[Invoice Number] dated [Invoice Date]. We appreciate your prompt notification regarding this matter.

After reviewing the details and pertinent transaction records, we have found the following:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Based on our findings, we respectfully contest this chargeback on the following grounds:

- [Ground for contesting]
- [Additional information]

We kindly request that you review the enclosed documentation supporting our position.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]