

Invoice Chargeback Challenge Reply

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to formally respond to the chargeback request dated [Insert Chargeback Date], related to invoice #[Insert Invoice Number]. After careful review of the transaction and supporting documentation, we believe the chargeback is unwarranted.

Here are the details supporting our position:

- Transaction Date: [Insert Transaction Date]
- Amount Charged: [Insert Amount]
- Service/Product Provided: [Insert Detailed Description]
- Delivery Confirmation: [Insert Delivery Method or Proof]
- Communication Records: [Mention Any Relevant Correspondence]

We have attached documentation that includes [Insert a list of attached documents, e.g., invoice, receipt, delivery confirmation]. We kindly request that you review this information and reconsider the chargeback.

Thank you for your attention to this matter. We are looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]