

# Rebuttal to Chargeback - Invoice #[Invoice Number]

Date: [Current Date]

To: [Chargeback Department/Bank Name]

From: [Your Name/Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I am writing to formally contest the chargeback filed by [Customer's Name] for invoice #[Invoice Number] dated [Invoice Date]. The chargeback reference number is [Chargeback Number].

Details of the transaction:

- Invoice Amount: \$[Amount]
- Date of Transaction: [Transaction Date]
- Description of Goods/Services: [Description]

We have thoroughly reviewed this case and believe the chargeback is unwarranted for the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

Attached are copies of relevant documentation to support our position, including:

- Copy of the invoice
- Proof of delivery
- Communication with the customer

We kindly request a review of this evidence and the reversal of the chargeback. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]