

Rebuttal Letter for Disputed Chargeback Invoice

Date: [Insert Date]

To:

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Rebuttal of Chargeback for Invoice #[Invoice Number]

I am writing to formally dispute the recent chargeback associated with invoice #[Invoice Number], dated [Invoice Date]. According to our records, the chargeback filed on [Chargeback Date] does not accurately reflect the terms and conditions of our transaction.

Details of the Transaction:

- Invoice Number: [Invoice Number]
- Transaction Date: [Transaction Date]
- Amount Charged: [Charge Amount]
- Payment Method: [Payment Method]

We have attached supporting documentation that includes:

- Copy of the invoice
- Confirmation of payment
- Correspondence related to the transaction
- Any relevant agreements or terms

Our records indicate that the services/products were delivered as agreed, and the chargeback appears to be without merit. We kindly request that you review the attached documents and reconsider the chargeback.

If there are any specific concerns you have regarding this transaction, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]