

Chargeback Request Letter

Date: [Insert Date]

To: [Bank/Financial Institution Name]

Address: [Bank Address]

Account Number: [Your Account Number]

Subject: Chargeback Request for Unauthorized Transaction

Dear [Customer Service/Specific Department],

I am writing to formally request a chargeback for an unauthorized transaction that occurred on my account. My account number is [Your Account Number], and the transaction in question is dated [Transaction Date] in the amount of [Transaction Amount]. The description of the transaction is [Transaction Description].

I did not authorize this transaction, nor did I provide my account information to anyone who could have legitimately processed this charge. As soon as I noticed this transaction, I took steps to investigate and ensure my account's security.

For your reference, I have attached any relevant documentation, including [List Attachment, if applicable, i.e., bank statement, police report]. I would appreciate your prompt attention to this matter to resolve this issue as quickly as possible.

Please let me know if you require any additional information to process my request. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]