

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Dispute of Bank Charge

Dear [Bank Customer Service/Specific Contact Name],

I am writing to formally dispute a charge on my bank account. The details are as follows:

- Account Number: [Your Account Number]
- Transaction Date: [Date of Transaction]
- Amount Charged: [Amount]
- Description of Charge: [Charge Description]

I believe this charge is incorrect because [brief explanation of the reason for dispute]. I kindly request that you review this matter and correct my account accordingly.

Please find attached any relevant documentation supporting my claim. I appreciate your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: copies of supporting documents]