

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Charge Reversal

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reversal of a charge that was applied to my account ([Account Number]) on [Date of Charge].

Details of the Charge:

- Amount: \$[Amount]
- Description/Reason for charge: [Brief explanation of the charge]

After reviewing my account and relevant transactions, I believe this charge may have been an error because [provide a brief explanation of your reason for the reversal request].

I kindly ask you to review my request and take the necessary steps to reverse this charge. Attached are copies of any pertinent documents that support my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]