

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

[Credit Card Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Credit Card Dispute - Account Number [Your Account Number]

Dear [Customer Service Department / Specific Person's Name],

I am writing to formally dispute a charge on my credit card statement dated [Statement Date]. The transaction in question is [Transaction Amount] made on [Transaction Date] at [Merchant Name].

The reason for my dispute is [briefly explain the reason, e.g., unauthorized charge, incorrect amount, goods/services not received, etc.]. I have attached relevant documentation to support my claim, including [list any documents, e.g., receipts, statement copies, correspondence].

I kindly request that you investigate this matter and provide a resolution. I expect to receive an acknowledgment of my dispute and any updates throughout the process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Account Number]