

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

DBS Bank

[Bank's Address]  
[City, State, Zip Code]

Subject: Dispute of Credit Card Transaction

Dear DBS Bank Customer Service,

I am writing to formally dispute a transaction that appeared on my DBS credit card statement dated [Statement Date]. The details of the disputed transaction are as follows:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Merchant Name: [Merchant Name]
- Transaction Reference Number: [Reference Number]

I did not authorize this transaction, and I request that you investigate this matter promptly. I have attached relevant documentation to support my claim, including [mention any documents you are providing, e.g., bank statements, written communication, receipts].

Please confirm the receipt of this letter and the initiation of your investigation process. I look forward to your prompt resolution of this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your DBS Credit Card Number (last 4 digits only)]