

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

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

Subject: Payment Dispute Regarding GGT

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally dispute a payment related to my account, reference number [Account Number], with your company.

Details of the disputed charge:

- **Amount in Dispute:** [Amount]
- **Date of Transaction:** [Date]
- **Description of Charge:** [Description]

The reason for my dispute is [explain the reason briefly, e.g., erroneous charge, goods/services not received, etc.]. According to my records, [provide any relevant details or supporting evidence].

I kindly request that you investigate this matter and respond to me with your findings. Additionally, I would like to [what you want, e.g., get a refund, correct the charge, etc.].

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

Sincerely,

[Your Name]

[Your Account Number, if applicable]