

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

Customer Service

JPMorgan Chase

[P.O. Box or Address of the Office]

[City, State, Zip Code]

Subject: Dispute Regarding [Account Number or Transaction ID]

Dear JPMorgan Chase Customer Service,

I am writing to formally dispute a transaction on my account [Account Number] that occurred on [Date of Transaction]. The transaction in question is [Describe the transaction briefly, e.g., "a charge of \$XXX to XYZ Merchant"].

I believe this transaction is inaccurate for the following reasons:

- [Reason 1: e.g., "I did not authorize this transaction."]
- [Reason 2: e.g., "The amount charged was incorrect."]
- [Reason 3: e.g., "I did not receive the goods/services as promised."]

I kindly request that you investigate this matter and provide a resolution. Please find enclosed copies of relevant documentation, including [e.g., receipts, bank statements, correspondence] for your reference.

I appreciate your prompt attention to this matter and look forward to your response within [specific timeframe, e.g., 30 days].

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]