

**\*\*Payment Dispute Template\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*[Recipient's Name]\*\***

**\*\*[Company Name]\*\***

**\*\*[Company Address]\*\***

**\*\*[City, State, Zip Code]\*\***

Dear [Recipient's Name],

I am writing to formally dispute a charge on my account with [Company Name] dated [Date of Charge]. The details of the disputed payment are as follows:

- **\*\*Transaction Date:\*\*** [Transaction Date]

- **\*\*Transaction Amount:\*\*** \$[Transaction Amount]

- **\*\*Reference Number:\*\*** [Transaction Reference Number]

I believe this charge is incorrect because [briefly explain the reason for the dispute]. I have attached supporting documentation, such as [list any documents you are including, e.g., receipts, emails, etc.].

I kindly request that you investigate this matter and resolve it promptly. Please notify me of the outcome of your investigation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Account Number (if applicable)]

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**\*\*Attachments:\*\*** [List of attachments if any]