

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

Dear [Recipient Name],

1. **\*\*Introduction\*\***

- State the purpose of the letter.
- Mention the date of the transaction.

2. **\*\*Transaction Details\*\***

- Provide transaction ID or reference number.
- Specify the amount charged.
- Include the items/services purchased.

3. **\*\*Issues Identified\*\***

- Describe any discrepancies or issues encountered.
- Mention attempts to resolve the issue, if applicable.

4. **\*\*Requested Action\*\***

- Specify what action you would like the recipient to take.
- Include relevant deadlines, if necessary.

5. **\*\*Conclusion\*\***

- Thank the recipient for their attention.
- Provide your contact information for follow-up.

Sincerely,

[Your Name]