

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

Customer Service Department
TD Bank

[Bank Address]
[City, State, ZIP Code]

Subject: Dispute Resolution for Account #[Your Account Number]

Dear TD Bank Customer Service,

I am writing to formally dispute a transaction on my account #[Your Account Number]. The transaction in question is dated [Transaction Date] for the amount of [Transaction Amount]. The merchant listed is [Merchant Name].

I believe this transaction is inaccurate due to [explain reason for dispute, e.g., unauthorized charge, incorrect amount, etc.]. I have attached copies of relevant documents, including [list any attached documents like account statements, receipts, etc.], to support my claim. I kindly request that you investigate this matter and communicate your findings to me as soon as possible. Please let me know if you need any further information from my side.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]