

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

Customer Service

TD Bank

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

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

Dear TD Bank Customer Service,

I am writing to formally dispute a charge on my TD Bank credit card statement dated [Statement Date]. The charge in question is for [Amount] and is listed as [Merchant Name]. I believe this charge is incorrect due to [explain reason for dispute, e.g., unauthorized transaction, incorrect amount, services not rendered, etc.].

I request that you investigate this matter and remove the disputed charge from my account. I have attached any relevant documentation to support my claim, including [list any documentation, such as receipts, account statements, etc.].

Please acknowledge receipt of this letter and keep me informed about the progress of my dispute. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your TD Bank Credit Card Number]