

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

Member Services

TTCU Federal Credit Union

[Credit Union Address]  
[City, State, Zip Code]

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

Dear TTCU Member Services,

I am writing to formally dispute a recent transaction on my account  
#[Your Account Number]. The details of the transaction are as follows:

- \*\*Transaction Date:\*\* [Date of Transaction]
- \*\*Transaction Amount:\*\* [Transaction Amount]
- \*\*Merchant Name:\*\* [Merchant Name]
- \*\*Description of Dispute:\*\* [Brief explanation of the dispute, e.g.,  
fraudulent transaction, incorrect amount, etc.]

I have attached any relevant documentation to support my dispute,  
including receipts, correspondence, or other evidence. I kindly request  
that you investigate this matter at your earliest convenience and provide  
me with an update regarding the status of my dispute.

Please feel free to contact me at [Your Phone Number] or [Your Email  
Address] if you require any additional information. Thank you for your  
prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Membership ID, if applicable]  
[Attachment: Documentation related to dispute]