

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

Customer Service
VW Credit Card Services
[Company Address]
[City, State, Zip Code]

Subject: Proposal for Disputed Transaction

Dear Customer Service,

I am writing to formally dispute a transaction on my VW credit card account ([Your Account Number]) dated [Transaction Date]. The transaction in question is for [Transaction Amount] at [Merchant Name], and I believe it is incorrect due to [briefly explain reason for dispute, e.g., unauthorized charge, incorrect amount, etc.].

To support my claim, I have enclosed [list any supporting documents, e.g., receipts, correspondence, police report, etc.]. I kindly ask for your assistance in resolving this matter promptly.

I propose the following resolution: [state your desired outcome, e.g., reversal of the charge, credit to account, etc.].

Please let me know how to proceed or if you require further information.

I look forward to your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]