

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

Customer Service

Wells Fargo

P.O. Box 4991

Portland, OR 97208

Subject: Transaction Dispute - Account Number [Your Account Number]

Dear Wells Fargo Customer Service,

I am writing to formally dispute a transaction on my account. Below are the details of the transaction in question:

- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** [Amount]
- **Merchant Name:** [Merchant Name]
- **Description of Dispute:** [Brief Description of the Reason for Dispute]

I request that you investigate this matter and provide me with the outcome of your investigation.

Attached are copies of any relevant documents that support my dispute.

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

Sincerely,

[Your Name]

[Your Account Number]