

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

Zelle Customer Support

[Zelle's Address or Customer Service Email]

Subject: Dispute Resolution for Zelle Payment

Dear Zelle Customer Support,

I hope this message finds you well. I am writing to formally dispute a transaction made through Zelle on [transaction date], with the following details:

- \*\*Transaction Amount:\*\* \$[amount]
- \*\*Recipient Name:\*\* [Recipient's Name]
- \*\*Recipient Phone/Email:\*\* [Recipient's Phone Number/Email]
- \*\*Transaction Reference Number:\*\* [Reference Number, if available]

[Brief explanation of the reason for the dispute, e.g., non-receipt of goods/services, unauthorized payment, etc.]

I have taken the necessary steps to resolve this directly with the recipient, but have not received a satisfactory response. I kindly request your assistance in investigating this matter and facilitating a resolution.

Please let me know if you require any additional information or documentation to support this dispute. I look forward to your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Account Number or Identifier with Zelle, if applicable]