

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

Qatar National Bank

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

Subject: Transaction Dispute Request

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally dispute a transaction on my account (Account Number: [Your Account Number]) that appears to be erroneous. The details of the disputed transaction are as follows:

- Transaction Date: [Date of Transaction]
- Transaction Amount: [Amount]
- Merchant Name: [Merchant Name]
- Transaction Reference Number: [Reference Number]

I believe this transaction is incorrect because [briefly explain the reason for the dispute, e.g., unauthorized transaction, incorrect amount charged, etc.]. I have attached supporting documents for your review, including [list any enclosed documents, such as bank statements or receipts].

Kindly investigate this matter at your earliest convenience and inform me of the results of your investigation. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Account Number]