

From:

[Your Name] (Full legal name as it appears on your account)

[Address, City, State, Zip Code] (This should be exactly as shown on your credit card account.)

To:

[Name of Credit Card Company] [Address, City, State, Zip Code] (Address of the credit card company.)

Notice of charge dispute for Account # [Your exact account number]

Dear Billing Dispute Department:

I am disputing the charge of [\$_____] to my [name of credit card] account that was made on [date]. This charge is an error because [give details of the error].

Please remove this charge and credit me for any interest or fees associated with this charge.

I have enclosed supporting documentation.

Thank you for your help in this matter.

Sincerely,

[Your name]

Enclosures:

[List the documents you enclose.]