

Dispute Credit Card Charge

Date: _____

[name and address of the company or financial institution that issued the credit card]

Re: Account number: _____

Name(s) on account: _____

To Whom It May Concern:

I am writing to dispute the following charge that appears on my billing statement dated

_____.

Merchant's name: _____

Amount in dispute: _____. I am withholding payment of \$_____,
which represents the unpaid balance on the disputed item.

I am disputing this amount for the following reason(s):

_____.

As required by law, I have tried in good faith to resolve this dispute with the
merchant. _____. *[Describe your efforts.]*

*[For purchases made with a credit card, such as Visa or MasterCard, not issued by the
seller]:*

This purchase was for more than \$50 and was made in the state in which I live or
within 100 miles of my home.

Please remove the charge for this item, and all associated late and interest charges,
from my account.

Sincerely,

Signature

Print name

Address

Home phone