

Dispute Unauthorized Charges on Credit Card

First Name, Middle Name, Last Name
Complete Address
City State Zip
Phone * Email

Date

Name of Creditor
Address
City State Zip
Attn: Name of Manager

RE: Account #: 000000000
Dispute Unauthorized Charges

Dear Creditor:

This letter will serve as follow-up to our phone conversation on *Date*, at *Time*, when we discussed charges that appear on my account statement dated, 00/00/0000.

I dispute the following charges:

Date	Transaction #	Company	Amount
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-State reason for dispute

-Provide documentation to support your dispute

Please remove these charges from my account. As well, remove any interest, finance charges or any other charges associated with this listing.

Please send me written confirmation, within the next (*state number of days*), that show this dispute has been honored. You may send all communication to me at the above address.

Thank you for your prompt attention to this matter.

Yours truly,

Your Signature

Maintain a File:

- 1) Keep a copy of your letter in your files.
- 2) Send your letter by **Certified Mail, Return Receipt.**