Credit Card Unauthorized Transaction Claim Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Dispute Department]

[Company Address]

[City, State, ZIP Code]

Subject: Unauthorized Transaction Dispute

Dear Dispute Department,

I am writing to report an unauthorized transaction on my credit card account. On [Transaction Date], I noticed a charge of [Transaction Amount] from [Merchant's Name] that I did not authorize or make. Enclosed are copies of my credit card statements highlighting the unauthorized transaction and my attempts to resolve the issue with the merchant. I kindly request that you investigate and rectify this matter promptly in accordance with applicable laws and regulations.

If you require additional information or documents, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention.

Sincerely,

[Your Name]