**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Your Phone Number]

[Your Email Address]

[Date]

**[Recipient Name]**

[Company Name]

[Address]

[City, State ZIP Code]

**Subject: Dispute Letter on Payment**

**Dear [Recipient Name],**

I'm writing to dispute a charge on my credit card statement. The disputed charge is for **[$amount]** and was made on **[date].** I've attached a copy of my receipt for your records.

I believe this charge is wrong or unjustified because **[explain your objections].** I have **[proof or evidence]** proving that I have already paid this amount.

I respectfully request that you look into this situation and remedy the error as soon as feasible. I would appreciate it if you could supply me with evidence to back up your claim or return my money.

I would like to hear from you by **[enter deadline].** If you have any queries or need further information, please get in touch with me at **[insert your contact information].**

Thank you for taking the time to read this.

**Sincerely,**

**[Your Name]**

**[Your Signature]**