

[Date]

[Merchant Name]

[Merchant Address]

[City, State, Zip Code]

Subject: Notification of Merchant Evidence Review - Case #[CaseNumber]

Dear [Merchant Contact Name],

This letter is to inform you that we have received the evidence documentation submitted regarding the disputed transaction(s) listed below:

- **Transaction ID:** [ID Number]
- **Transaction Date:** [Date]
- **Disputed Amount:** [Amount]
- **Reason for Dispute:** [Reason]

Our review team is currently evaluating the documentation provided to determine if it meets the necessary requirements to challenge the claim. This process typically takes [Number] business days.

Please note the following:

- No further action is required from your side at this moment.
- If additional information is needed, we will contact you via [Email/Phone].
- A final decision notification will be sent to you once the review is complete.

You may track the status of this review through your merchant portal under the "Dispute Management" section.

Sincerely,

[Sender Name]

[Title]

[Department Name]

[Company Name]