

Date: [Insert Date]

To: [Merchant Name / Billing Department]

Address: [Merchant Address]

Email: [Merchant Email Address]

Subject: Notice of Chargeback Initiation for Transaction #[Insert Order/Transaction ID]

Dear [Contact Name or Merchant Support],

This letter serves as formal notification that I have initiated a chargeback request through my financial institution, [Bank Name], regarding the following transaction:

- **Transaction Date:** [Date]
- **Transaction Amount:** [Amount]
- **Order Number:** [Order Number]
- **Last Four Digits of Card:** [XXXX]

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

[Insert reason, e.g., Goods not received, Items not as described, Duplicate charge, Unauthorized transaction, etc.]

Prior to initiating this chargeback, I attempted to resolve this issue directly with your company on [Date(s)] via [Email/Phone], but was unable to reach a satisfactory resolution because [Reason, e.g., no response received / refund was denied].

I have provided my bank with all necessary documentation, including copies of correspondence and receipts. Please direct any further communication regarding this dispute to my bank's merchant services department.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]