[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Credit Card Company Name]
[Billing Inquiries Address]
[City, State, Zip Code]

Subject: Formal Chargeback Request for Undelivered Goods

Dear Customer Service Department,

I am writing to formally dispute a transaction charged to my [Visa/Mastercard/Amex] account, ending in [Last 4 digits of card number], as I have not received the goods I purchased.

The details of the transaction are as follows:

- **Merchant Name:** [Name of the Merchant]
- **Transaction Date:** [Date of Purchase]
- **Transaction Amount:** [Amount Paid]
- **Order/Transaction Number:** [Order Number]
- **Expected Delivery Date:** [Original Delivery Date]

I placed this order on [Date], but the items have not arrived. I have attempted to resolve this issue directly with the merchant on [Date(s) you contacted them] via [Email/Phone], but they have [failed to provide the goods / refused to issue a refund / stopped responding].

Under the Fair Credit Billing Act, I am requesting that you initiate a chargeback for the full amount of [Amount] and credit my account accordingly.

I have attached copies of my order confirmation and my correspondence with the merchant as evidence of my attempt to resolve this matter.

Please notify me of the status of this dispute and if any further information is required.

Sincerely,

[Your Signature]
[Your Printed Name]