[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank/Credit Card Company Name]
[Chargeback Department Address]
[City, State, Zip Code]

**Subject: Formal Chargeback Request for Service Not Rendered**

To the Billing Dispute Department,

I am writing to formally dispute a transaction charged to my [Credit/Debit] card ending in [Last 4 Digits of Card Number] for services that were never provided.

**Transaction Details:**

- **Merchant Name:** [Name of the Merchant]
- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** [Total Amount Disputed]
- **Reference Number:** [If available]

**Reason for Dispute:**

The service I purchased, specifically [Description of Service], was scheduled to be performed on [Scheduled Date]. However, the merchant failed to render the service. [Optional: Provide a brief sentence on why, e.g., the merchant did not show up or the business closed].

**Attempt to Resolve:**

I have attempted to resolve this issue directly with the merchant on [Date(s) of Contact] via [Email/Phone/In-person]. I requested a refund for the unfulfilled service, but the merchant [Reason for failure: e.g., refused the refund / failed to respond / promised a refund that never arrived].

**Requested Action:**

Based on the merchant's failure to provide the agreed-upon services, I am requesting a full chargeback for the amount of [Amount]. I have attached copies of my receipt and evidence of my attempts to contact the merchant for your review.

Please investigate this matter and credit the disputed amount back to my account. Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosures:**
[List any attachments, e.g., Invoice, Correspondence with Merchant, Proof of Cancellation]