

#4: DISAGREEMENT ON CREDIT CARD BILL

Creditor Name and Address

Date

Subject: Dispute of Credit Card Bill
 Account Number
 Account Name

The following charge appeared on my credit card statement dated _____.

The merchant's name related to the charge is _____, and the amount of the charge is _____.

I am hereby advising you that the amount of the foregoing charge is in dispute because

As required by law, I have tried in good faith to resolve this dispute directly with the merchant. However, this attempt was unsuccessful.

Please verify this information with the merchant and remove this charge from my billing statement, along with all late and interest charges related to this item. I will expect to hear a confirmation of the removal of these charges within 20 days of the receipt of this letter.

Sincerely,
(your signature)

Typed Name

You may type your name, address, and phone number at the top as the letterhead, or you may type it at the bottom of the letter as indicated here.