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\_\_\_\_\_  
\_\_\_\_\_

Attn: Customer Service

Date: \_\_\_\_\_

Name(s) on account: \_\_\_\_\_

Account number: \_\_\_\_\_

To Whom It May Concern:

I am writing to dispute the following charge that appears on my billing statement dated \_\_\_\_\_.

Merchant's name: \_\_\_\_\_

Amount in dispute: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

As required by law, I have tried in good faith to resolve this dispute with the merchant.

\_\_\_\_\_.

(describe your efforts)

Furthermore, I wish to point out that this purchase was for more than \$50 and was made *[choose one: in the state in which I live/within 100 miles of my home]*.

Please verify this dispute with the merchant and remove this item, and all late and interest charges attributed to this item, from my billing statement.

Sincerely,

\_\_\_\_\_  
*[your signature]*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_