[Your Name]

[Your Address] [City, State, ZIP Code]  
 [Email Address] [Phone Number] [Date]  
 [Credit Card Bank Name] [Address]  
 [City, State, ZIP Code]

Subject: Response to Credit Card Dispute

Dear ----------------,

I am writing in response to the credit card dispute regarding my account, reference number --------------------, dated ---/---/------.

I appreciate the thorough investigation conducted by your team in reviewing the disputed transaction. After careful consideration of the provided information, I would like to offer additional details and evidence to support my position.

[Clearly state your reasons for disputing the charge and provide any additional information or evidence you may have. Attach relevant documents, such as receipts, screenshots, or correspondence.]

I trust that, with this additional information, you will reevaluate the dispute and find in favor of the correction. I kindly request a prompt resolution and written confirmation of the updated status of the dispute.

Thank you for your attention to this matter. I am confident that your team will handle this situation fairly and efficiently.

Sincerely,

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