[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: NOTIFICATION TO STOP CREDIT CHARGE**

Dear [CONTACT NAME],

Please be informed that on [DATE], the undersigned charged a sum of [AMOUNT] on a transaction with [COMPANY].

We hereby instruct you not to honour said charges or issue payment to the company for the following reasons: [REASONS]

Credit Card Number

Thank you for your cooperation.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]