

Format of letter to be submitted in case of Disputes

To,
Manager,
Dispute Management Cell,
Vakola, Mumbai – 400 055.

Subject: Disputed Transaction(s)

Dear Sir/Madam,

I Mr. /Mrs. _____ would like to dispute transaction (s) posted on my SVC International Debit Card. Details of transaction are as follows:

Account Details	
SB/CA/OD	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Type	(15 digit Account Number)
Branch:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Transaction Date: _____	
Charge Type: Online/POS	
Disputed Amount:	
Reason for Dispute :	
(Please provide detailed descripton of dispute)	

Enclosed please find a copy of the Sales Receipt
(Please submit a copy of sale receipt/charge slip to the bank in case of POS transactions).

Thanking You,

Yours Sincerely,

Sd/-