Date of writing the letter:

Name of the sender  
Address of the sender  
Account number of senders

Respect sir/madam,

I am writing this dispute letter because I have seen an error in the amount that is present in my account. The error is 100$. This amount is not correct because I canceled the order that I placed online using the credit card and the merchant told me that he has also canceled the order and no transaction has been carried out. However, the money did not return to my account and therefore, an incorrect amount is being shown.

I am enclosing required documents with this letter that you will find helpful in determining how they support my claim.

I would like to request you to correct the error in the amount as soon as possible.

Regards,

Name of the sender