

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: NOTICE TO STOP CREDIT CHARGE

Dear [CONTACT NAME],

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

We hereby instruct you not to honor said charges or issue payment to the company for the following reasons:

Thank you for your cooperation.

Credit Card Number

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com