

Investigation Request for Unauthorized Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into an unauthorized payment that has been charged to my account. The details of the transaction are as follows:

Date of Transaction: [Insert Date]

Amount: [Insert Amount]

Description: [Insert Description or Reference Number]

I did not authorize this payment and would like to understand how it occurred. Please investigate this matter as soon as possible and inform me of the findings. I appreciate your prompt attention to this issue, as it is important for me to resolve it swiftly.

Thank you for your help.

Sincerely,

[Your Name]