

Letter of Explanation for Erroneous Charge

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 hope this message finds you well. I am writing to address an erroneous charge that has appeared on my [credit card/bank statement/utility bill] dated [Insert Date of Charge].

The charge in question is for [Insert Description of Charge], which amounts to [Insert Amount]. Upon reviewing my records, I did not make any transaction corresponding to this charge.

I kindly request your assistance in resolving this matter. Please find attached the documentation that supports my claim, including [list attached documents, if any].

I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]