

# Letter of Complaint Regarding Unknown Charge

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Customer Service Department  
Company Name  
Company Address  
City, State, ZIP Code

Dear Customer Service Team,

I am writing to formally complain about an unknown charge that appeared on my recent billing statement dated [insert date]. The charge in question is for [insert amount] and is listed as [insert description from statement].

I do not recognize this charge and am concerned that it may be an error or a fraudulent transaction. I would appreciate your immediate attention to this matter and request that you provide me with an explanation for this charge.

Please contact me at your earliest convenience to resolve this issue. Thank you for your prompt attention to my complaint.

Sincerely,  
[Your Name]