

Request for Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request a refund for unauthorized charges that were applied to my account on [date(s) of unauthorized charges]. The total amount charged was [amount].

Upon reviewing my account statement, I noticed these charges do not align with any transaction I authorized. I have attached copies of relevant documentation for your reference.

I kindly ask that you investigate this matter and initiate a refund for the unauthorized charges. I expect a resolution within [mention a reasonable time frame, e.g., 14 days].

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]