

Dispute Resolution Letter for Unauthorized Transactions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Subject: Dispute of Unauthorized Transaction

Dear [Customer Service Department/Specific Person's Name],

I am writing to formally dispute several unauthorized charges on my account (Account Number: [Your Account Number]). These transactions were not authorized by me, and I request your immediate attention to resolve this issue.

The details of the unauthorized transactions are as follows:

- **Transaction Date:** [Date] - **Amount:** [Amount] - **Description:** [Description]
- **Transaction Date:** [Date] - **Amount:** [Amount] - **Description:** [Description]
- **Transaction Date:** [Date] - **Amount:** [Amount] - **Description:** [Description]

I request a prompt investigation into these charges and a reversal of the amounts identified above. Enclosed are copies of my account statement highlighting the unauthorized charges.

Please confirm receipt of this letter and let me know the next steps regarding the resolution of this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]