

Subject: Request for Refund on Unauthorized Transaction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a refund for an unauthorized transaction that was charged to my account on [Date of Transaction]. The transaction details are as follows:

- Transaction ID: [Transaction ID]
- Transaction Amount: [Amount]
- Date of Transaction: [Date]

I did not authorize this transaction, and I believe it may have been a result of fraud. I kindly ask that you investigate this matter and process a refund to my account at your earliest convenience.

Attached are copies of my account statement highlighting the transaction in question, as well as any other relevant documentation.

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

Sincerely,

[Your Name]