

Request for Reversal of Unauthorized Payment

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

Customer Service
[Company Name]
[Company Address]

Dear Customer Service,

I am writing to formally request the reversal of an unauthorized payment that was deducted from my account on [date of transaction]. The transaction amounting to [transaction amount] was not authorized by me, and I believe it was made in error.

Transaction Details:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Reference Number: [Transaction Reference Number]
- Account Number: [Your Account Number]

I kindly ask that you investigate this matter and process the reversal of the unauthorized payment at your earliest convenience. Please let me know if you require any further information or documentation to assist with this request.

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

Sincerely,
[Your Name]