

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,

I am writing to formally dispute an unauthorized subscription charge that was processed on [date] for the amount of [amount]. I have not authorized this subscription and would like to request a cancellation and full refund.

The details of the transaction are as follows:

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

I believe this charge is in error, as I have not signed up for any subscription services related to your company. I kindly ask you to investigate this matter and rectify it at your earliest convenience. Enclosed are any relevant documents and evidence regarding this transaction.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]