

# Complaint Letter Regarding Unfamiliar Account Charges

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 complain about some unfamiliar charges that have appeared on my account. Upon reviewing my recent bank statement, I noticed several transactions that I do not recognize.

The specific charges in question are as follows:

- Date: [insert date] - Amount: [insert amount] - Description: [insert description]
- Date: [insert date] - Amount: [insert amount] - Description: [insert description]

I would appreciate it if you could provide me with clarification regarding these charges, as I have no recollection of authorizing them. Additionally, I kindly request that you review my account and ensure that no further unauthorized charges occur.

Please respond to me at your earliest convenience. I look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,  
[Your Name]