

# Inquiry Regarding Unauthorized Account Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about some unauthorized charges that have appeared on my account ([Your Account Number/ID]) as of [Date of Charges]. The details of the charges are as follows:

- Charge Amount: [Charge Amount]
- Date of Charge: [Date]
- Description of Charge: [Description]

I did not authorize these transactions and would like to request a thorough investigation into this matter. Please provide any relevant information regarding these charges and the steps that will be taken to resolve this issue.

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

Sincerely,

[Your Name]