

Claim for Refund of Unauthorized Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Contact Name],

I am writing to formally request a refund for unauthorized charges that have been applied to my account. I have recently reviewed my account statement and noticed the following transactions that I did not authorize:

- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]

I request that these transactions be thoroughly investigated and that the unauthorized charges be reversed. I have attached supporting documents, including my account statement and any relevant correspondence for your review.

Thank you for addressing this matter promptly. I look forward to your response and the resolution of my claim. Please contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]