

Request for Removal of Unauthorized Charge

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request the removal of an unauthorized charge that appeared on my account on [Date of Charge]. The transaction is listed as [Description of Charge] for the amount of [Amount].

I believe this charge is unauthorized because [briefly explain why the charge is unauthorized, e.g., you did not make the purchase, it was duplicated, etc.]. I have attached relevant documents for your reference, including [list any documents, such as statements or receipts].

I would appreciate your prompt assistance in resolving this matter and removing the charge from my account. Please let me know if you need any additional information from my end.

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

Sincerely,

[Your Name]