

Refund Request for Unauthorized Charges

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

City, State, ZIP: [City, State, ZIP]

Dear [Customer Service Team/Specific Name],

I am writing to formally request a refund for unauthorized charges that were applied to my account on [insert date(s) of the charges]. The total amount of the charges is [\$Amount]. I noticed these charges while reviewing my recent bank statement, and I have not authorized these transactions.

Account Details:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Transaction Date(s): [List Dates]
- Transaction Amount(s): [List Amounts]

According to your company's policy, I believe I am entitled to a refund for these unauthorized charges. I kindly request that you investigate this matter and process my refund at your earliest convenience. Please confirm the receipt of this letter and let me know the next steps regarding my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, ZIP]

[Your Email Address]

[Your Phone Number]