

Refund Request for 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,

I am writing to formally request a refund for an unauthorized charge that appeared on my account. The details of the transaction are as follows:

- **Transaction Date:** [Date of Transaction]
- **Amount Charged:** [Charge Amount]
- **Transaction Reference Number:** [Reference Number]

I do not recognize this charge and did not authorize any payment for this transaction. I kindly ask you to investigate this matter and process a refund at your earliest convenience.

Attached to this letter are copies of my bank statement highlighting the unauthorized charge along with any other necessary documentation for your review.

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

Sincerely,

[Your Name]