

Unauthorized Charge Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Bank or Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Unauthorized Charge

Dear Customer Service,

I am writing to formally dispute an unauthorized charge on my account. Please find the details below:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Transaction Date: [Date of Unauthorized Charge]
- Transaction Amount: [Amount Charged]
- Merchant: [Merchant Name]

I did not authorize this charge, and I request that it be investigated immediately. I would appreciate your prompt attention to this matter and a reversal of the charge.

Thank you for your assistance.

Sincerely,

[Your Name]