

# Letter of Contest for Unexpected Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally contest the unexpected payment that was processed on [Insert Date of Payment]. I believe there may have been an error regarding this transaction.

Details of the payment in question:

- Transaction ID: [Insert Transaction ID]
- Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]

I have reviewed my records and I do not recognize this charge. I kindly request that you provide a detailed breakdown of the transaction, along with any supporting documentation that justifies this payment.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue amicably.

Sincerely,

[Your Name]