

# Unauthorized Charge Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Financial Service Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Department/Specific Name],

I am writing to formally report an unauthorized charge on my account. On [Insert Date of Charge], I discovered a charge of [Insert Amount] that I did not authorize. The transaction reference number is [Insert Transaction Number].

I have attached any relevant documentation to support my claim, including [list any documents, e.g., bank statements, transaction details, etc.].

I kindly request that you investigate this matter and reverse the unauthorized charge. Additionally, I would appreciate a written confirmation of your findings.

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

Sincerely,

[Your Name]