

Complaint Regarding Financial Transaction

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service Department
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about a financial transaction that occurred on [transaction date] with order number [order number]. I was charged [amount] for [description of items/services] but have encountered issues with the transaction, including [briefly describe the problem, e.g., incorrect charge, failure to receive items].

I have attempted to resolve this matter by [mention any previous communication or steps taken, e.g., emails, phone calls], but unfortunately, my concerns have not been addressed satisfactorily.

I kindly request that you investigate this issue and provide a resolution, whether it be a refund or correction of the charge. I would appreciate a prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]