

# Unauthorized Charge Dispute Letter

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

Credit Card Company Name  
Billing Department  
Company Address  
City, State, Zip Code

Subject: Dispute of Unauthorized Charge

Dear [Credit Card Company Name],

I am writing to formally dispute an unauthorized charge on my account. The charge in question is dated [Date of Charge] for the amount of [Amount Charged], which appears on my statement as [Description of Charge].

I did not authorize this transaction and believe it to be fraudulent. I have taken the necessary steps to secure my account and would like the charge to be investigated. Enclosed are copies of my relevant account statements and any additional documentation that supports my claim.

According to the Fair Credit Billing Act, I am requesting that you investigate this charge and remove it from my account. I appreciate your prompt attention to this matter and look forward to hearing from you soon.

Thank you for your assistance.

Sincerely,  
[Your Name]