

Warning for Unauthorized Charges

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you about unauthorized charges that have been made to your account with us. These charges were detected on [Insert Date/Period] and include the following details:

- Charge Amount: [Insert Amount]
- Date of Charge: [Insert Date]
- Description of Charge: [Insert Description]

This activity is a violation of our terms and conditions, and we take such matters very seriously. We kindly request that you review your recent transactions and provide us with an explanation for these charges by [Insert Deadline Date].

Please note that failure to respond or address this matter may result in further actions being taken, including but not limited to the suspension of your account or reporting to relevant authorities.

If you believe this notice has been sent in error, please contact our customer service department at [Insert Contact Information] as soon as possible.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]