

# Letter of Complaint for Fraudulent Charge

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute a fraudulent charge on my account. On [Date of Charge], I noticed a transaction on my statement that I did not authorize, amounting to [Amount]. The details of the transaction are as follows:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Merchant Name: [Merchant Name]

As a valued customer, I trust that you take matters of unauthorized transactions seriously. I have taken the liberty of attaching a copy of my account statement highlighting the disputed charge. I kindly request that you initiate an investigation into this matter and reverse the charge at your earliest convenience.

Please let me know if you require any further information or documentation from my side.

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

Sincerely,

[Your Name]