

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Demand for Refund of Unauthorized Charge

Dear [Company Name/Customer Service],

I am writing to formally request a refund for an unauthorized charge that appeared on my account. The charge, in the amount of [Charge Amount], was made on [Date of Charge], and I did not authorize this transaction.

Details of the charge are as follows:

- Transaction ID: [Insert Transaction ID]
- Date of Charge: [Insert Date]
- Amount Charged: [Insert Amount]

I attempted to resolve this matter through your customer service on [Date of Contact], but unfortunately, I have not received a satisfactory response. As per [mention relevant law or policy], I am entitled to a full refund for this unauthorized transaction.

I would appreciate your prompt attention to this matter. Please process the refund to my account by [set a reasonable deadline, e.g., within 14 days]. I expect a written confirmation once the refund has been initiated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]