

Demand for Refund on Unauthorized Transactions

[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 request a refund for unauthorized transactions that have occurred on my account. The details of these transactions are as follows:

- Transaction Date: [Date] - Amount: [Amount]
- Transaction Date: [Date] - Amount: [Amount]
- Transaction Date: [Date] - Amount: [Amount]

These transactions were not authorized by me, and I request that you investigate this matter promptly. I have attached relevant documentation to support my claim.

Please process my refund within [specific time frame, e.g., 14 days] from the date of this letter. If you need any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]