

Notification of Unauthorized Charges

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of unauthorized charges that have occurred on our account associated with your e-commerce platform. Upon reviewing our recent transactions, we have identified charges that we did not authorize, specifically:

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

We kindly request your immediate attention to this matter. Please investigate these charges and provide us with any relevant information regarding their origin. We also ask that any unauthorized transactions be reversed promptly.

If you require further information, please do not hesitate to contact us at [Your Contact Information]. We appreciate your attention to this urgent matter and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]