

Complaint Regarding Unauthorized Subscription Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally complain about unauthorized subscription charges that have been applied to my account. On [insert date], I noticed that my account was charged [\$XX.XX] for a subscription that I did not authorize or sign up for.

Details of the charge are as follows:

- Transaction Date: [Insert Transaction Date]
- Transaction Amount: [\$XX.XX]
- Reference Number: [Insert Reference Number]

I request that you investigate this matter promptly. I would like a full refund of the unauthorized charge, and I ask that you ensure my account is not charged again without my explicit consent.

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

Sincerely,

[Your Name]