

# Dispute Over Unapproved Subscription Payments

Recipient's Name

Recipient's Address

City, State, Zip Code

Email: recipient@example.com

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally dispute a charge that has been made to my account regarding an unapproved subscription payment. On [insert date of transaction], a payment of [insert amount] was deducted from my account without my consent.

Details of the transaction are as follows:

- Transaction Date: [insert date]
- Amount: [insert amount]
- Transaction Reference Number: [insert reference number]

I do not recall authorizing this subscription and request that you provide any documentation that confirms my agreement to this charge. In the absence of such documentation, I kindly ask that you process a refund to my account as soon as possible.

Please respond to this letter within [insert timeframe, e.g., 14 days] so that we can resolve this matter promptly. Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Address]

City, State, Zip Code

Email: your.email@example.com

Phone: [Your Phone Number]