

Refund Request for Unauthorized Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Person's Name],

I am writing to formally request a refund for an unauthorized charge on my account. On [Date of Charge], I noticed a transaction of [Amount] made to my account without my authorization, referenced under the details of [Transaction ID or Description].

I did not consent to this transaction and believe it to be an error or fraudulent charge. I kindly ask that you investigate this matter and provide a full refund at your earliest convenience.

Please find attached [any relevant documents, such as bank statements or transaction details] that support my claim.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]