

# Transportation Service Incident Report

Date: **[Insert Date]**

To: **[Recipient's Name]**

From: **[Your Name]**

Subject: Incident Report for Unauthorized Charge

## Incident Details

On **[Insert Date of Incident]**, it was brought to my attention that an unauthorized charge of **[Insert Amount]** was applied to my transportation account with **[Service Provider's Name]**. Below are the details regarding the incident:

### Account Information

- Account Number: **[Insert Account Number]**
- Service Type: **[Insert Service Type]**

### Description of the Incident

**[Provide a detailed description of the unauthorized charge, including any relevant timestamps, transaction IDs, and actions taken to resolve the issue.]**

### Resolution Request

I kindly request an investigation into this matter and a full refund of the unauthorized charge. Additionally, I would appreciate confirmation of the actions being taken to prevent future incidents.

## Contact Information

Please feel free to reach me at:

- Email: **[Your Email Address]**
- Phone: **[Your Phone Number]**

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

Sincerely,

**[Your Name]**

**[Your Address]**