

Reimbursement Request for Erroneous Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for an erroneous charge that appeared on my account on [Insert Date]. The transaction in question is for the amount of [Insert Amount] and was assigned the reference number [Insert Transaction Reference Number].

Upon reviewing my account statement, I noticed that this charge was not authorized and does not reflect any services or products that I received. I have attached copies of relevant documents, including my account statement and any correspondence related to this matter, for your reference.

Given the above, I kindly ask that you review this situation at your earliest convenience and process the necessary reimbursement. Your prompt attention to this matter would be greatly appreciated.

Thank you for your cooperation. Should you require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]