

Unrecognized Charge Appeal

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Email: [Insert Email]

Phone Number: [Insert Phone Number]

Account Number: [Insert Account Number]

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

City, State, Zip Code: [Insert Company City, State, Zip Code]

Dear [Company Name Customer Service],

I am writing to formally appeal an unrecognized charge on my account dated [Insert Charge Date], which appears on my statement as [Insert Charge Description]. After reviewing my records, I cannot identify this charge and believe it may be an error or fraudulent activity.

The details of the charge are as follows:

- Charge Amount: [Insert Amount]
- Transaction Date: [Insert Date]
- Transaction Reference/ID: [Insert Reference Number]

I kindly request that you investigate this matter and provide any relevant documentation to support the legitimacy of this charge. If it is found to be unauthorized, please remove it from my account at your earliest convenience.

Thank you for your time and assistance. I look forward to your prompt response regarding this issue.

Sincerely,

[Your Name]