

Letter of Appeal for Reversal of Unauthorized Charges

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally appeal for the reversal of unauthorized charges made to my account. On [specific date], I noticed a charge of [amount] from [description of charge] that I did not authorize or recognize.

I have reviewed my account statements and have not found any record of my authorization for this charge. I believe this may be an error or a case of fraud.

As a loyal customer of [Company Name], I kindly request that you investigate this matter and reverse the unauthorized charge. I have attached relevant documents to support my claim, including my account statement highlighting the disputed charge.

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

Sincerely,

[Your Name]