

Claim Against Illegitimate Charges

Sender's Name

Sender's Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Recipient's Name

Recipient's Position

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally dispute recent charges on my account with [Account Number/Name]. Upon reviewing my latest statement dated [Insert Date], I noticed several illegitimate charges totaling [Insert Amount].

The charges in question are as follows:

- [Charge description and amount]
- [Charge description and amount]
- [Charge description and amount]

I believe these charges have been applied in error as [brief explanation of why the charges are illegitimate]. I kindly request that you investigate this matter and provide a resolution at your earliest convenience.

Enclosed are copies of my account statements and any relevant documentation to support my claim. I look forward to your prompt response and a resolution to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]