

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

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally express my grievance regarding suspected fraudulent charges on my account. Upon reviewing my recent account statements, I noticed several transactions that I did not authorize, which I believe may be a result of fraudulent activity.

The specific charges in question are:

- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]
- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]
- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]

Due to the nature of these charges, I kindly request a thorough investigation into these transactions and a prompt resolution. I would appreciate it if you could provide me with a detailed explanation of how these charges occurred and the steps being taken to address my concern.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or documentation to assist in your investigation.

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

Sincerely,
[Your Name]