Charge Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request verification of the charges listed on my recent statement dated [Insert Date]. The specific charge in question is as follows:

- Charge Amount: [Insert Amount]
- Date of Charge: [Insert Date]
- Description: [Insert Description]

Could you please provide detailed information regarding this charge, including but not limited to, the origin of the transaction and any reference numbers associated with it?

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

Sincerely,

[Your Name]