

Unapproved Charge Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a charge on your account, dated [Insert Charge Date], for the amount of [Insert Amount], has not been approved. The details of the charge are as follows:

- **Charge Description:** [Insert Charge Description]
- **Transaction ID:** [Insert Transaction ID]
- **Payment Method:** [Insert Payment Method]

Please review this charge and provide any necessary documentation or clarification by [Insert Deadline]. Failure to respond may result in further actions regarding your account.

If you have any questions or concerns, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]