

Service Refund Request for Unauthorized Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for unauthorized charges that have been applied to my account. On [insert date of unauthorized charge(s)], I noticed that my account was debited for [insert amount] without my consent or prior notice.

I have reviewed my account and have not authorized this transaction. I kindly ask that you investigate this issue and process a refund to my account at your earliest convenience. I have included a copy of my account statement highlighting the unauthorized charge for your reference.

Please confirm the receipt of this letter and let me know how you intend to resolve this matter. I appreciate your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]