

Unauthorized Charge Report

Date: [Insert Date]

To: [Bank/Company Name]

From: [Your Name]

Account Number: [Your Account Number]

Subject: Report of Unauthorized Charge

Dear [Recipient's Name],

I am writing to formally report an unauthorized charge on my account related to an online shopping transaction. The details of the charge are as follows:

- **Date of Transaction:** [Insert Date]
- **Amount Charged:** [Insert Amount]
- **Vendor Name:** [Insert Vendor Name]
- **Description:** [Insert Description if available]

I did not authorize this transaction, and I kindly request that it be investigated and the charge reversed. I have attached any supporting documentation for your reference.

Please contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]