

Unauthorized Charge Dispute Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[E-commerce Company Name]
[Company's Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally dispute an unauthorized charge on my account. The charge in question is as follows:

- **Transaction Date:** [Date of Transaction]
- **Amount Charged:** \$[Amount]
- **Description:** [Description of the Charge]

I do not recognize this charge and did not authorize it. I request that you investigate this matter and reverse the charge to my account. Attached are any supporting documents, such as transaction records or correspondence related to this issue.

Please confirm the receipt of this dispute and provide me with the outcome of your investigation at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]