

Unauthorized Charge Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[E-commerce Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Dispute Resolution Department],

I am writing to formally dispute an unauthorized charge that appeared on my account. The details of the transaction are as follows:

- Order Number: [Insert Order Number]
- Transaction Amount: [Insert Amount]
- Transaction Date: [Insert Date]

Upon reviewing my account, I noticed this charge was made without my consent. I did not authorize this transaction, and I believe it is a mistake. I kindly request that you investigate this matter and provide a resolution at your earliest convenience.

Enclosed are copies of relevant documents related to the transaction including my account statement highlighting the unauthorized charge.

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

Sincerely,

[Your Name]