

Unauthorized Charges Dispute Letter

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Customer Service Department/Specific Contact Name],

I am writing to formally dispute unauthorized charges that have been applied to my insurance premium account. My name is [Your Name], and my policy number is [Your Policy Number].

Upon reviewing my recent statements, I noticed [describe the unauthorized charges, including amounts and dates]. These charges are incorrect as I have not authorized them and they do not reflect my agreed payment terms.

I kindly request that you investigate these charges and provide clarification. Additionally, I expect the unauthorized charges to be reversed promptly. Please confirm the receipt of this dispute and keep me informed about the progress of your investigation.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]