

Unauthorized Charges Dispute Letter

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

Customer Service Department
[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service,

I am writing to formally dispute unauthorized charges that have been billed to my account for subscription services provided by [Company Name]. The details of the charges are as follows:

- **Account Number:** [Your Account Number]
- **Date of Charge:** [Date of Charge]
- **Amount Charged:** [Amount]
- **Description of Service:** [Service Description]

I have not authorized these charges and would like to request a full refund. I believe this may be a result of a billing error or unauthorized use of my account.

Enclosed with this letter are copies of relevant documentation, including my bank statement highlighting the disputed charge and any correspondence related to this matter.

Please investigate this issue and contact me at your earliest convenience regarding the status of my dispute. I look forward to your prompt response to resolve this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]