

Unauthorized Charges Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dispute of Unauthorized Charges

Dear [Recipient's Name],

I am writing to formally dispute unauthorized charges related to travel bookings made on my account. I noticed the following charges that I did not authorize:

- Charge 1: [Description, Amount, Date]
- Charge 2: [Description, Amount, Date]
- Charge 3: [Description, Amount, Date]

These charges were processed without my consent, and I request a thorough investigation into these transactions. Please see the attached documents for the relevant details, including my account statement and any correspondence related to these bookings.

I would appreciate a prompt resolution to this matter, including a refund for the unauthorized charges. Please confirm receipt of this letter and provide me with any updates regarding the investigation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]