

# Unauthorized Charge Dispute Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Company Name]**

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Department/Specific Name],

I am writing to formally dispute an unauthorized charge on my account ([Account Number]) dated [Date of Charge]. The amount in question is [Charge Amount]. I believe this charge is in error because [brief explanation of why you believe the charge is unauthorized].

In accordance with [relevant regulation or policy, if applicable], I request that this charge be reviewed and corrected. Enclosed are copies of relevant documents, including my account statement and any correspondence related to this dispute.

Please confirm receipt of this letter and let me know how you plan to rectify this situation. I would appreciate your prompt attention to this matter, as it is affecting my account status.

Thank you for your immediate attention to this issue. I look forward to your response.

Sincerely,

[Your Name]