

Unauthorized Charge Dispute

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern:

I am writing to formally dispute an unauthorized charge on my account for double billing regarding [Service/Product Description].

Details of the Charge:

- Transaction Date: [Date of Charge]
- Amount Charged: [Amount Charged]
- Reference Number: [Transaction Reference Number]

I have verified my bank statements and payment history, and it appears that I have been charged twice for the same service/product. I kindly ask that you look into this matter and process a refund for the duplicate charge.

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

Sincerely,

[Your Name]