

Unauthorized Charge Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank or Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dispute of Unauthorized Charge Due to Identity Theft

Dear [Customer Service Department/Specific Name],

I am writing to formally dispute an unauthorized charge on my account, which I believe was a result of identity theft. The details of the transaction are as follows:

- Transaction Date: [Date of Transaction]
- Transaction Amount: \$[Amount]
- Merchant: [Merchant Name]
- Transaction Reference Number: [Reference Number]

I did not authorize this transaction and have taken immediate steps to safeguard my personal information. I request that you investigate this charge and reverse it as soon as possible. Additionally, please provide me with a written confirmation that my dispute is being processed.

Attached are the relevant documents, including a copy of my identification and a police report of the identity theft.

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

Sincerely,

[Your Name]