

Unauthorized Charge Dispute

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Dispute of Unauthorized Charge

Dear [Recipient Name],

I am writing to formally dispute an unauthorized charge on my account for a service that I did not receive. The charge of [amount] was posted to my account on [date] for [description of service]. I believe this charge is incorrect as I did not authorize this transaction and did not receive the service.

To resolve this matter, I request a full refund of the unauthorized charge. I have attached supporting documentation including my account statement and any relevant correspondence regarding this issue.

Please investigate this matter and respond to me as soon as possible. I appreciate your prompt attention to this dispute.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Account Number]