

Unauthorized Charge Dispute Letter

Your Name: [Your Name]

Your Address: [Your Address]

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

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Recipient Name: [Company Name]

Company Address: [Company Address]

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

Subject: Dispute of Unauthorized Charge

Dear [Recipient Name],

I am writing to formally dispute an unauthorized charge on my account for a subscription that I did not intend to continue. The charge in question, which is for [amount], was processed on [date of charge].

I had previously canceled my subscription on [cancellation date] and received confirmation of that cancellation. Therefore, I believe this charge is erroneous.

Please find attached any relevant documentation supporting my claim, including the cancellation confirmation.

I request that you investigate this matter and issue a refund for the unauthorized charge. I appreciate your prompt attention to this issue and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]