

# Unauthorized Charge Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

## **Subject: Dispute of Unauthorized Charges**

Dear [Bank's Customer Service Department],

I am writing to formally dispute an unauthorized charge on my account. I noticed an unrecognized transaction on my statement dated [Insert Statement Date]. The details of the charge are as follows:

- Transaction Date: [Insert Transaction Date]
- Transaction Amount: [Insert Amount]
- Merchant Name: [Insert Merchant Name]
- Transaction Reference Number: [Insert Reference Number]

I have not authorized this transaction, nor do I recognize the merchant listed. I request your assistance in investigating this matter and resolving the issue as soon as possible.

Please let me know if you require any additional information to process my dispute. I appreciate your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]