

# Notification of Unauthorized Credit Card Charges

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of some unauthorized charges found on your credit card account ending in \*\*\*\*[Last Four Digits]. After a thorough review, we have identified transactions that were not authorized by you:

- Transaction 1: [Date, Amount, Merchant Name]
- Transaction 2: [Date, Amount, Merchant Name]
- Transaction 3: [Date, Amount, Merchant Name]

We take these matters very seriously and are committed to resolving this issue promptly. Please contact us at [Customer Service Phone Number] or [Customer Service Email] if you did not authorize these charges or if you need further assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]