

Refund Request for Unauthorized Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Person],

I am writing to formally request a refund for unauthorized payments that have been charged to my account. Upon reviewing my recent transactions, I noticed that [describe the unauthorized charges, including dates and amounts].

I did not authorize these payments, and I believe they were made in error. I kindly request that you process a refund to my account for the total amount of [insert total amount].

Attached are copies of relevant documentation to support my claim, including transaction records and any correspondence related to these charges.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]