

# Unauthorized Charge Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Unauthorized Charge

Dear Customer Service,

I am writing to dispute an unauthorized charge on my credit card account ([Last Four Digits of Card Number]) dated [Transaction Date]. The charge in question is for [Charge Amount] made to [Merchant Name]. I did not authorize this transaction, nor did I receive any goods or services related to it.

To assist you in your investigation, I have attached copies of my account statement highlighting the unauthorized charge, along with any relevant documentation.

Please take the necessary steps to investigate this matter and reverse the charge. I appreciate your prompt attention to this issue. You can reach me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]