

Refund Request for Unauthorized Charge

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Customer Service]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name or Customer Service],

I am writing to formally request a refund for an unauthorized charge made to my account on [date of charge]. The charge, amounting to [amount], was made by [Company Name] without my consent.

Details of the transaction:

- Date of Charge: [date]
- Amount: [amount]
- Description: [description of the charge]
- Transaction ID: [transaction ID, if available]

I did not authorize this transaction and request a full refund to be processed promptly. Please find attached any supporting documents for your reference.

I appreciate your attention to this matter and look forward to your prompt response. You can reach me at [your phone number] or [your email address] if you have any questions.

Thank you for your assistance.

Sincerely,

[Your Name]