

Inquiry Regarding Unfamiliar Charges on My Account

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Financial Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about some unfamiliar charges that have appeared on my financial account. I would appreciate your assistance in clarifying the nature of these charges.

Details of the Charges:

- Charge Date: [Date of Charge]
- Charge Amount: [Amount]
- Description: [Description of Charge]

As I do not recall authorizing these transactions, I kindly ask for your help in investigating this matter. Any information you could provide regarding these charges would be incredibly helpful.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Account Number]