

# Request for Investigation of Unauthorized Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Person's Name],

I am writing to formally request an investigation into unauthorized charges that have appeared on my credit card statement. My account number is [Your Account Number].

Details of the unauthorized transactions are as follows:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Merchant Name: [Merchant]
- Description: [Description]

I did not authorize these transactions and believe they may be the result of fraud. I have taken the necessary steps to secure my account, including changing my password and reviewing my recent transactions.

Please investigate these charges and provide me with updates regarding the status of my claim. Additionally, I would appreciate any guidance on further steps I should take during this process.

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

Sincerely,

[Your Name]