

Subject: Inquiry Regarding Incorrect Charge on My Account

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to bring to your attention an incorrect charge that has appeared on my account. My account number is [Your Account Number].

On [Date of Charge], I noticed a charge of [Amount] labeled as [Description of Charge], which does not align with my records. I believe this charge is in error, as I have not authorized it and have not received any services/products corresponding to this amount.

I would appreciate your assistance in investigating this matter. Please let me know if you require any additional information from my side to facilitate the resolution of this issue. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]