

Inquiry into Unauthorized Credit Card Transactions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to inquire about several unauthorized transactions that have appeared on my credit card statement. My account number is [Last four digits of your credit card].

The details of the transactions are as follows:

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

As I do not recognize these transactions, I request a thorough investigation into this matter and a reversal of these charges at your earliest convenience.

Please contact me at [Your Phone Number] or [Your Email] should you need any further information.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]