

Request for Refund Due to Unauthorized Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Card Company Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Representative,

I am writing to formally request a refund due to an unauthorized charge on my credit card account. Below are the details of the charge:

- **Account Holder Name:** [Your Name]
- **Credit Card Number (last four digits):** [XXXX]
- **Transaction Amount:** \$[Amount]
- **Date of Transaction:** [Transaction Date]
- **Description of Charge:** [Merchant Name or Description]

I did not authorize this transaction, and I kindly request an investigation into this matter as soon as possible. Attached are any supporting documents and evidence related to this unauthorized charge.

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

Sincerely,

[Your Name]