

# Unauthorized Credit Card Transaction Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an unauthorized transaction that has been detected on your credit card account.

Transaction Details:

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

We take matters of security very seriously and are currently investigating this transaction. We recommend that you review your account statements closely and report any additional unauthorized charges.

To resolve this issue, please contact our customer service team at [Insert Phone Number] or [Insert Email Address] at your earliest convenience.

We apologize for any inconvenience this may have caused and appreciate your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]