

Unauthorized Transactions Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally report several unauthorized transactions that were made on my credit card after I realized that it was lost. My credit card details are as follows:

Card Holder Name: [Your Name]

Card Number: XXXX-XXXX-XXXX-[Last Four Digits]

Date of Loss: [Insert Date]

The unauthorized transactions are as follows:

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

I have reported the loss of my card to your customer service and have received confirmation of my claim. I request that you investigate these unauthorized transactions and issue a refund where applicable.

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

Sincerely,

[Your Name]