

Notification of Unauthorized Credit Card Charges

Date: [Insert Date]

To: [Cardholder's Name]

Address: [Cardholder's Address]

Dear [Cardholder's Name],

We are writing to inform you that we have detected unauthorized charges on your credit card ending in ****[last four digits]. Our security team has identified these transactions, which occurred on [insert date(s)], and we believe they may not have been authorized by you.

Details of the unauthorized charges are as follows:

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

Your account's security is our top priority. We have taken the following actions:

- Your account has been temporarily suspended to prevent any further unauthorized charges.
- A replacement card will be issued and sent to your registered address.

If you have any questions or believe these charges were legitimate, please contact our customer service team immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]