

Letter of Complaint: Unauthorized Charges

Date: [Insert Date]

To: [Credit Card Company Name]

Address: [Credit Card Company Address]

Account Number: [Your Account Number]

Dear Customer Service Manager,

I am writing to formally escalate my complaint regarding unauthorized charges on my credit card account. Despite my previous correspondence on [Insert Previous Correspondence Date], I have yet to receive an adequate resolution.

Details of Unauthorized Charges:

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

I have reviewed my account statements and can confirm that I did not authorize these charges. I request a thorough investigation and a prompt resolution.

Please provide me with an update regarding the status of my complaint. I look forward to your quick response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]