

Letter for Disputing Unauthorized Charges

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Credit Card Company Name
Customer Service Department
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally dispute unauthorized charges on my credit card account. The details of the unauthorized transactions are as follows:

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

These charges were made without my knowledge or authorization. I request that these charges be investigated and reversed immediately. Additionally, I would appreciate a confirmation of this dispute and any further instructions I may need to follow.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]