

# Formal Complaint Regarding Unauthorized Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about unauthorized charges made to my account. On [insert date(s)], I noticed that my account was charged [insert amount(s)] without my consent or prior knowledge.

I have attached supporting documentation, including [invoices/bank statements], which shows the transactions in question. I request an immediate investigation into these charges and a full refund to my account.

Please respond to this complaint within [insert timeframe] to resolve this matter promptly. You can reach me at the contact information provided above.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]