

# Formal Complaint Regarding Unauthorized Charges on Cable Bill

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

Customer Service Department  
[Cable Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about unauthorized charges on my recent cable bill dated [insert date]. Upon reviewing my statement, I noticed a charge of [insert amount] that I did not authorize or agree to.

My account number is [insert account number]. I have been a loyal customer since [insert year] and have always paid my bills on time. I believe this discrepancy needs to be addressed promptly.

I request that you investigate this matter and provide clarification regarding these unauthorized charges. Additionally, I would appreciate a reversal of this charge on my account at the earliest possible date.

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

Sincerely,

[Your Name]