

# Formal Complaint Regarding Unrecognized Charges

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

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

Dear Sir/Madam,

I am writing to formally dispute unrecognized charges on my account (Account Number: [Your Account Number]). On [Date], I noticed a transaction of [Amount] that I do not acknowledge and believe to be incorrect.

Details of the disputed charge are as follows:

- Date of Charge: [Date]
- Charge Amount: [Amount]
- Description: [Description as it appears on the statement]

I kindly request a thorough investigation into this matter and a prompt resolution, including a reversal of the disputed charge. I have attached relevant documents to support my claim.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,  
[Your Name]