

Formal Complaint Regarding Erroneous Charges

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding erroneous charges that have been applied to my account ([Account Number]) in the amount of [insert amount]. The charge was recorded on [insert date], and I believe it to be inaccurate.

Upon reviewing my account statements, I noted that the charge in question does not correspond to any purchase or service I authorized. I have attached all relevant documentation for your reference.

I request that you investigate this matter and rectify the erroneous charge at your earliest convenience. Please confirm the status of this complaint in writing.

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

Sincerely,

[Your Name]