

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 express my concern regarding unexpected charges that appeared on my recent statement dated [insert date]. Upon reviewing my account, I noticed the following charges that I did not authorize:

- Charge Description 1 - \$Amount
- Charge Description 2 - \$Amount

I kindly request a detailed explanation for these charges and a prompt resolution to this matter. I would appreciate it if you could investigate this issue and provide feedback at your earliest convenience.

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

Sincerely,

Your Name