

Formal Complaint Regarding Unauthorized Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Manager/Specific Person's Name],

I am writing to formally complain about unauthorized charges made to my account on [insert date]. The transactions in question involve [insert brief description of charges, such as amounts and dates]. I did not authorize these charges and believe they are in error.

Upon reviewing my account statement, I noticed that these charges appeared without my consent. I have already attempted to resolve this matter by [insert any previous communication, e.g., contacting customer service], but I have not received a satisfactory response.

I kindly request that you investigate this issue and reverse these unauthorized charges as soon as possible. Enclosed are copies of my account statement and any relevant correspondence.

Please contact me at your earliest convenience to confirm the resolution of this complaint. I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]