

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

Loan Company Name
Loan Company Address
City, State, Zip Code

Dear [Loan Company Name],

I am writing to formally demand a refund for an unauthorized loan charge that was assessed on my account on [date of charge]. Despite not authorizing this transaction, my account was debited for the amount of [amount].

I request that you investigate this matter promptly and issue a refund to my account within 14 days. Additionally, I would appreciate written confirmation of the action taken regarding this unauthorized charge.

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

Sincerely,
Your Name