

Unauthorized Charges Complaint

Date:

To:

Institution/Company Name

Address

City, State, ZIP Code

Subject: Complaint Regarding Unauthorized Charges

Dear Sir/Madam,

I am writing to formally dispute unauthorized charges that have appeared on my account. The details are as follows:

- **Account Holder Name:** _____
- **Account Number:** _____
- **Date(s) of Unauthorized Charge(s):** _____
- **Amount(s):** _____
- **Merchant(s):** _____

I did not authorize the above transaction(s) and request that these charges be investigated, removed from my account, and my funds restored as soon as possible.

Please confirm receipt of this complaint and inform me regarding the next steps for resolution.

Thank you for your prompt attention to this matter.

Sincerely,

Signature

Printed Name

Phone Number

Email Address