

Complaint Letter Format Regarding Unauthorized Charges on Statement

This letter template is designed to assist individuals in formally disputing unauthorized or incorrect charges appearing on their financial statements. It includes all necessary details to ensure your complaint is addressed promptly and professionally.

Your Name

Your Address
City, State, ZIP Code
Email Address
Phone Number

Date

Recipient Name or Department

Name of Financial Institution/Service Provider
Institution Address
City, State, ZIP Code

Subject: Dispute of Unauthorized Charges on Account Statement

Dear [Recipient Name or "Sir/Madam"],

I am writing to formally bring to your attention unauthorized charges that have appeared on my account statement dated [Statement Date].

Account Information:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Statement Date: [Date]

Details of Disputed Charges:

- Date of Transaction: [MM/DD/YYYY]
- Merchant/Description: [Merchant Name/Description]
- Amount: [\$Amount]

(Repeat above lines for additional disputed charges as needed.)

I do not recognize authorizing these transactions and believe they may have occurred without my consent. Kindly investigate and reverse these charges at your earliest convenience. I request a written confirmation that my account will not be held liable for the referenced unauthorized transactions.

For your reference, I have attached any supporting documents that may assist in resolving this matter (e.g., copy of statement, correspondence).

Please contact me at [Your Phone Number] or [Your Email Address] if further information is required.
I look forward to your prompt response and a resolution of this issue.

Sincerely,
[Your Name]

Enclosures: [List of attached documents, if any]