

Complaint Letter for Unauthorized Recurring Charges on Account

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Billing/Customer Service Department]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Unauthorized Recurring Charges on My Account

Dear [Recipient's Name or "Customer Service"],

I am writing to formally bring to your attention several unauthorized recurring charges that have appeared on my [credit card/bank] statement from your company. The charges in question are as follows:

- Date(s) of charge: [List all applicable dates]
- Amount(s): [List amounts]
- Account Reference/Transaction Number(s): [Include if available]

I did not authorize these payments and have not signed up for any recurring service or subscription that would warrant such deductions. I request that you:

1. Immediately cancel all unauthorized recurring transactions linked to my account.
2. Conduct a full investigation into how and why these charges were applied without my consent.
3. Refund the total amount deducted from my account due to these unauthorized charges at the earliest possible date.

Please confirm the cancellation of these transactions and the timeline for receiving the refund. I would appreciate your prompt attention to this matter and a written confirmation of the resolution. If I do not receive a satisfactory response within 14 days, I will be compelled to escalate this complaint to my financial institution and appropriate regulatory bodies.

I am attaching copies of my statement highlighting the unauthorized charges for your reference.

Thank you for your immediate attention to this issue.

Sincerely,
[Your Name]