

Complaint Letter for Unauthorized PayPal Charges

Writing a **complaint letter for unauthorized PayPal charges** involves clearly stating the issue, providing transaction details, and requesting resolution. Below is a template you can use:

Sample Letter

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

PayPal Customer Service
PayPal, Inc.
2211 N. First St., San Jose, CA 95131

Subject: Complaint Regarding Unauthorized Charge on My PayPal Account

Dear Sir/Madam,

I am writing to formally complain about an unauthorized transaction that has appeared on my PayPal account. The charge was not authorized by me and I am concerned about the security of my account.

Transaction Details:

Date of Transaction: [Insert Date]

Amount: [Insert Amount]

Transaction ID: [Insert Transaction ID or Reference Number]

I have not made, nor authorized, this transaction. I kindly request a full investigation into this matter and the reversal of the aforementioned charge. To resolve this issue, please refund the unauthorized amount to my account as soon as possible.

Please note, I have already [state any actions you've taken, e.g., changed my password, notified PayPal support via the app, etc.]. I trust that you will treat this matter with urgency.

If you require any further information or documentation, please contact me at [your email] or [your phone number].

Thank you in advance for your prompt attention to this matter. I look forward to receiving confirmation that this situation has been resolved.

Sincerely,

[Your Name]

Tips for Writing Your Letter

- Be clear and concise about the issue.
- Include all relevant details (date, amount, transaction ID).
- State what resolution you expect (e.g., a refund or investigation).
- Mention what actions you have already taken.
- Provide your contact information for follow-up.
- Keep the tone professional and courteous.