

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

Customer Service

[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Subject: Dispute of Unauthorized Bank Charges

Dear Customer Service,

I am writing to formally dispute certain charges that have appeared on my bank statement for my account [Your Account Number]. After reviewing my recent statements, I noticed the following charges that I believe are erroneous:

1. Charge Date: [Date] - Description: [Description] - Amount: [Amount]
2. Charge Date: [Date] - Description: [Description] - Amount: [Amount]

I believe these charges were processed in error or are unauthorized, as I have no record of consent for these transactions. I kindly request that you investigate this matter and provide clarification on these charges. Please find enclosed copies of relevant documentation supporting my claim (if applicable). I would appreciate a prompt response to this matter, and I look forward to a resolution.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]