Claim for Unrecognized Transaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Bank/Company Name]

[Bank/Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to formally dispute a transaction that I do not recognize on my account. The details of the transaction are as follows:

- **Transaction Date:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Description:** [Insert Description]
- **Transaction Reference Number:** [Insert Number]

I kindly request that you investigate this matter and provide clarification on the transaction mentioned above. If this transaction was an error, I would like to have it reversed and any associated fees waived.

Enclosed are copies of my account statements highlighting the transaction in question for your review.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]