

Notification of Fraudulent Bank Transaction

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to inform you of a transaction that appears to be fraudulent on your bank account. On [Insert Date of Transaction], a transaction of [Insert Amount] was made from your account without your authorization.

The details of the suspicious transaction are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Merchant Name: [Insert Merchant Name]
- Transaction ID: [Insert Transaction ID]

We understand that this matter is concerning, and we want to assure you that we are investigating this incident thoroughly. We kindly ask you to take the following actions:

1. Review your recent transactions and report any further unauthorized activity.
2. Change your online banking password and security questions.
3. Contact our customer service at [Insert Phone Number] or [Insert Email Address] for assistance.

We are committed to protecting your account and personal information. Thank you for your prompt attention to this important matter.

Sincerely,

[Your Bank Name]

[Your Name]

[Your Position]

[Bank Contact Information]