

Report of Suspicious Charge on Account

Date: [Insert Date]

To: [Insert Bank Name]

Account Holder: [Your Name]

Account Number: [Your Account Number]

Dear [Bank Representative's Name],

I am writing to formally report a suspicious charge that appears on my account statement dated [Insert Date of Statement]. The transaction in question is:

- **Transaction Date:** [Insert Transaction Date]
- **Transaction Amount:** [Insert Amount]
- **Description:** [Insert Description of Transaction]

I do not recall authorizing this charge and believe it may be fraudulent. I kindly request that you investigate this matter promptly and take appropriate action to resolve it. Additionally, please suspend any further transactions from my account until this issue is resolved.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]