

Complaint Letter for Unrecognized Account Activity

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

Customer Service Department
Name of Company
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally complain about unrecognized activity that has occurred in my account. I have been a customer of [Insert Company Name] for [Insert Duration] and have always appreciated the quality of your service. However, I am concerned about the recent transactions that I did not authorize.

On [Insert Specific Dates], I noticed the following transactions that I do not recognize:

- Transaction 1: [Details]
- Transaction 2: [Details]
- Transaction 3: [Details]

I request that you investigate these transactions and provide me with an explanation. Additionally, I would like to ensure that my account is secure and that no further unauthorized transactions occur.

Please get back to me as soon as possible regarding the steps being taken to resolve this matter. Thank you for your immediate attention to this issue.

Sincerely,
[Your Name]