

Inquiry Regarding Unexpected Debit Transaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally inquire about an unexpected debit transaction that occurred on my account ([your account number]) on [insert transaction date]. The amount debited was [insert amount], and I do not recognize this transaction.

I would appreciate it if you could provide me with a detailed explanation of this transaction, including the merchant's name and the nature of the charge. Additionally, I request any relevant documentation that may help clarify this matter.

If this transaction was made in error, I kindly ask for a prompt reversal of the debit amount to my account.

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

Sincerely,

[Your Name]