

Unauthorized Account Activity Report

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Email: [Your Email Address]

Subject: Report of Unauthorized Account Activity

Dear [Recipient's Name],

I am writing to report unauthorized activity that has occurred on my account (Account Number: [Insert Account Number]). On [Insert Date of Activity], I noticed the following transactions that I did not authorize:

- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]
- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]
- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]

I request that you investigate these transactions and take the necessary actions to rectify the situation. Additionally, I would like to ensure that my account is secure and inquire about any further steps I should take.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]