

Inquiry Regarding Unauthorized Account Activity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about some unauthorized activities that have taken place on my account ([Account Number or Reference]). I noticed several transactions that I did not authorize, which have raised my concern regarding the security of my account.

Specifically, the unauthorized transactions include:

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

I would appreciate it if you could investigate this matter and provide me with any relevant information related to these transactions. Additionally, I request that you take necessary measures to secure my account and prevent any further unauthorized access.

Please reach out to me at your earliest convenience with any updates. I look forward to your prompt response to this urgent matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]