

Formal Complaint Regarding Fraudulent Account Use

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert Date]

Recipient Name
Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally complain about the unauthorized and fraudulent use of my account, which I discovered on [insert date]. Upon reviewing my account statement, I noticed transactions that I did not authorize, including [list specific transactions if applicable].

These transactions have caused significant distress and have raised concerns about the security of my personal information. I have taken steps to secure my account, including [mention any steps like changing passwords, notifying the bank, etc.], but I believe further action is needed.

I kindly request that you investigate this matter promptly and provide me with the necessary information regarding these transactions. Additionally, I would like to know what steps your company will take to ensure that this situation does not occur in the future.

Please contact me at your earliest convenience to discuss this matter. Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,
[Your Name]