

Debit Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I hope this letter finds you well. I am writing to formally report an unrecognized debit on my account, [Your Account Number], which was charged on [Date of Charge]. The amount in question is [Amount].

Please find attached any relevant statements and documentation that support my claim. I kindly request a thorough investigation into this matter and a prompt resolution.

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

Sincerely,

[Your Name]