

# Letter of Claim for Unauthorized Debit

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to formally raise a claim regarding an unauthorized debit to my account, [Your Account Number], which occurred on [Date of Unauthorized Transaction]. The amount debited was [Amount].

I did not authorize this transaction, and I request that you investigate this matter as soon as possible. Attached are copies of my account statements and any relevant documents that support my claim.

According to the bank's policy, I expect that the unauthorized transaction will be reversed and my account will be credited accordingly. Please confirm the receipt of this letter and provide me with an update on the status of my claim.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]