

Dispute of Unauthorized Transaction

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

[Date]

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

Dear [Bank Customer Service/Dispute Resolution Department],

I am writing to formally dispute an unauthorized transaction on my account. The details of the transaction are as follows:

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

I did not authorize this transaction, and I request that it be investigated promptly. Please find attached any supporting documentation related to this dispute.

I expect to receive confirmation of your receipt of this dispute and an update on your investigation within 30 days as required by law.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]