

Request for Reversal of Fraudulent Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name or "Customer Service Team"],

I am writing to formally request the reversal of a fraudulent charge on my account. The details of the transaction are as follows:

- **Transaction Date:** [Insert Transaction Date]
- **Transaction Amount:** [Insert Amount]
- **Description:** [Insert Merchant Name or Description]
- **Account Number:** [Last four digits of your account number]

I did not authorize this charge and believe it to be fraudulent. I have taken appropriate steps to secure my account, including changing my online banking password and reporting the incident to the appropriate authorities.

Enclosed are copies of relevant documentation, including [mention any attached documents like police reports, previous correspondence, etc.], to support my claim.

I kindly request that you investigate this matter and reverse the charge at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

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

Sincerely,

[Your Full Name]