

Grievance Letter Regarding Unauthorized Bank Charges

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

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

Dear [Bank Manager's Name],

I am writing to formally express my grievance regarding unauthorized charges that have been applied to my account [Your Account Number]. I have noticed [specific charges] on [date(s)], which I did not authorize.

I request a thorough review of my account and an immediate reversal of these charges. Attached are copies of my bank statements highlighting the unauthorized transactions.

I expect a prompt resolution to this matter and would appreciate a response within [mention time frame, e.g., 14 days]. Thank you for your attention to this issue.

Sincerely,

[Your Name]