

Complaint Regarding Unexpected Debit Transactions

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

Customer Service
Bank Name
Bank Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally lodge a complaint regarding unexpected debit transactions that have appeared on my account statement. My account number is [Your Account Number].

On [Date], I noticed [specific details of the transactions, including amounts and dates], which I did not authorize. I request a thorough investigation into these transactions and a prompt resolution.

Please find attached my account statement highlighting the disputed transactions. I appreciate your immediate attention to this matter and look forward to your quick response.

Thank you for your assistance.

Sincerely,
[Your Name]