

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

Customer Service Department  
Bank Name  
Bank Address  
City, State, ZIP Code

Dear Customer Service Manager,

I am writing to formally complain about unauthorized deductions that have been made from my account (Account Number: XXXXXXXXX). On [specific date(s)], I noticed that [describe the deductions, e.g., "amounts were withdrawn without my authorization"].

Despite my attempts to resolve this matter through your customer service hotline, I have yet to receive a satisfactory response. These deductions are not only unexpected but have also caused significant inconvenience and financial strain.

I kindly request an immediate investigation into these transactions and a refund of the deducted amounts. Additionally, I would appreciate any measures taken to prevent such issues in the future.

Please acknowledge receipt of this letter and provide me with a timeline regarding the resolution of this issue.

Thank you for your prompt attention to this matter.

Sincerely,  
Your Name