

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Irregular Deductions from My Account

Dear [Recipient's Name],

I am writing to formally complain about the irregular deductions that have been made from my bank account, [Account Number], over the past few months. Upon reviewing my statements, I have noticed multiple unauthorized deductions, which I find concerning and unacceptable.

Specifically, the deductions on [list specific dates and amounts] have raised alarms and do not align with any of my transactions or agreements with your institution.

I request a thorough investigation into these deductions and a prompt resolution to correct the errors. Additionally, I would appreciate a detailed explanation regarding these transactions and any steps being taken to prevent similar occurrences in the future.

Please respond to this complaint by [reasonable timeframe]. Thank you for your attention to this important matter.

Sincerely,

[Your Name]