

# Unauthorized Transaction Dispute Letter

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Bank/Financial Institution's Name]

[Bank's Address]

[City, State, ZIP Code]

Dear [Customer Service Department/Specific Recipient],

I am writing to formally dispute an unauthorized transaction that appeared on my account statement dated [insert date] for the amount of [insert amount]. This transaction (Transaction ID: [insert ID]) was neither authorized by me nor initiated by me.

After thoroughly reviewing my account, I found the following details regarding the unauthorized transaction:

- Date of transaction: [insert date]
- Amount: [insert amount]
- Description: [insert description]

I request that you investigate this matter and reverse the charges to my account. Furthermore, I would appreciate your assistance in ensuring that my account is secured to prevent any future unauthorized transactions.

Attached are copies of my account statements highlighting the disputed transaction and any other necessary documentation for your review.

Please feel free to contact me at [your phone number] or [your email] for any further information required regarding this dispute.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]