

# Dispute Transaction Alert

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank's Customer Service Team],

I am writing to formally dispute a transaction that I believe was unauthorized. Please find the details of the transaction below:

**Transaction Date:** [Insert Transaction Date]

**Transaction Amount:** \$[Insert Amount]

**Transaction Description:** [Insert Description]

**Account Number:** [Last Four Digits of Account Number]

I did not authorize this transaction, and I am requesting an immediate investigation into this matter. Please reverse the charge and credit my account accordingly.

Attached are any relevant documents, including statements, that support my claim. I would appreciate a prompt response to this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]