

# Claim Letter for Fraudulent Transaction

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

[Bank/Company Name]  
[Bank/Company Address]  
[City, State, Zip Code]

Subject: Claim Letter for Fraudulent Transaction

Dear [Bank/Company's Customer Service],

I am writing to formally report a fraudulent transaction that occurred on my account ([Your Account Number]) on [Date of Transaction]. The transaction details are as follows:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Merchant Name: [Merchant Name]
- Transaction Reference: [Reference Number]

I did not authorize this transaction, and I believe it to be fraudulent. I request that you investigate this matter and take the appropriate actions to reverse the charge and secure my account against further unauthorized activity.

Enclosed are copies of pertinent documents, including my latest bank statement highlighting the fraudulent transaction, as well as a [copy of my ID/other relevant documentation].

Please confirm receipt of this letter and keep me updated on the status of my claim. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,  
[Your Name]