

# Formal Complaint for Unauthorized Transaction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Bank or Company Name]**

[Bank or Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally complain about an unauthorized transaction that has occurred on my account ([Your Account Number]) on [Date of Transaction]. The transaction in question is as follows:

- **Transaction Amount:** [Amount]
- **Date of Transaction:** [Date]
- **Description:** [Description]

I did not authorize this transaction, nor have I given permission to anyone to use my account for this purpose. I kindly request that you investigate this matter and take appropriate action to rectify the situation, including the reversal of the charge and ensuring my account security.

Please acknowledge the receipt of this complaint and provide me with a timeframe in which I can expect a resolution. You may reach me by email or phone at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]