

# Notice of Unauthorized Transaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of an unauthorized transaction that occurred on my account on [Insert Date of Transaction]. The details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Transaction Description: [Insert Description]

I did not authorize this transaction, and I request an immediate investigation into this matter. If this issue is not resolved promptly, I will have no choice but to consider legal action to protect my rights.

Please contact me at your earliest convenience to discuss this issue further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]