

Unauthorized Transaction Dispute Letter

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

[Date]

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

Subject: Dispute of Unauthorized Transaction

Dear [Customer Service Manager's Name],

I am writing to formally dispute an unauthorized transaction that occurred on my account ([Your Account Number]) on [Transaction Date]. The transaction was for the amount of [Transaction Amount] and is listed as [Description of Transaction].

I did not authorize this transaction and have attached any relevant documentation to support my claim.

I kindly request that you investigate this matter promptly and restore the funds to my account. Please confirm receipt of this letter and keep me updated on the progress of my dispute.

Thank you for your attention to this urgent matter.

Sincerely,
[Your Name]