

Unauthorized Bank Fee Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Complaints Department],

I am writing to formally dispute an unauthorized fee that was charged to my bank account on [date of the fee] in the amount of [amount of the fee]. I do not recognize this charge and believe it to be erroneous.

Details of the transaction are as follows:

- Account Number: [Your Account Number]
- Transaction Date: [Date]
- Amount Charged: [Amount]

According to my records, I have not authorized any such transaction or fee. I request that you investigate this matter and reverse the charge to my account at your earliest convenience.

I would appreciate a prompt reply detailing your findings and the steps taken regarding my complaint. You can reach me at [your phone number] or [your email] for further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]