

Request for Unexplained Bank Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request clarification regarding an unexplained charge on my bank account. The charge in question was debited on [Insert Date] and is listed as [Insert Charge Description] in my account statement.

As a long-time customer, I would appreciate your assistance in providing a detailed explanation of this charge, including any supporting documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]