

# Unauthorized Transaction Dispute

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear Customer Service,

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

I would like to inform you that I did not authorize this transaction. It appears on my statement dated [Statement Date]. I kindly request that you investigate this matter and reverse the transaction as soon as possible. I have enclosed a copy of my account statement highlighting the disputed transaction for your reference.

Thank you for your immediate attention to this matter. Please confirm receipt of this letter and inform me of the status of my dispute at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]