

Complaint Regarding Unauthorized Transaction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally report an unauthorized transaction that appeared on my account on [Date of Transaction]. The transaction in question is as follows:

Transaction Date: [Date]

Amount: [Amount]

Description: [Description]

I did not authorize this transaction, and I request an immediate investigation into the matter. Please find attached any relevant documentation or evidence to support my claim.

Additionally, I would appreciate it if you could confirm the status of my account during this investigation to prevent any further unauthorized activity.

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

Sincerely,

[Your Name]