

Letter of Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Bank or Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Subject: Appeal for Reversal of Unauthorized Transactions

Dear Sir/Madam,

I am writing to formally appeal for the reversal of unauthorized transactions that have appeared on my account statement. My account number is [Account Number].

On [Date(s) of Unauthorized Transaction(s)], I noticed transactions totaling [Amount] that I did not authorize. These transactions are listed as follows:

- Transaction 1: [Details]
- Transaction 2: [Details]
- Transaction 3: [Details]

I have already contacted your customer service team regarding this matter but have yet to receive a satisfactory resolution. I kindly request a thorough investigation into these transactions and an immediate reversal of the unauthorized charges.

Attached to this letter are copies of my account statements highlighting the disputed transactions, along with any other relevant documentation.

I appreciate your prompt attention to this matter and look forward to your response. Please reach me at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]