

Documentation Request for Unauthorized Transaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Financial Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request documentation related to an unauthorized transaction that occurred on my account ([Account Number]) on [Date of Transaction]. Details of the transaction are as follows:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Merchant Name: [Merchant Name]

As I did not authorize this transaction, I would appreciate if you could provide me with all relevant details and supporting documents related to this transaction, including but not limited to:

- Transaction receipt
- Authorization records
- Any correspondence related to this transaction

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

Sincerely,

[Your Name]