

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Financial Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about recent unauthorized transactions that have appeared on my account statement. My account details are as follows:

Account Number: [Insert Account Number]

On [Insert Date(s) of Transaction(s)], I noticed the following transactions that I did not authorize:

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

These transactions have caused concern as I have not engaged in any activity that would justify such charges. I kindly request your assistance in investigating these transactions and rectifying my account accordingly.

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

Sincerely,

[Your Name]