

Formal Complaint Regarding Fraudulent Activity

To,
The Bank Manager,
[Bank Name],
[Bank Address],
[City, State, ZIP Code]

Date: [Insert Date]

Subject: Complaint Regarding Fraudulent Activity on My Account

Dear [Bank Manager's Name],

I am writing to formally lodge a complaint regarding a fraudulent transaction that has occurred on my bank account. My account number is [Your Account Number]. I noticed this unauthorized transaction on [Insert Date of Transaction], amounting to [Insert Amount].

Upon reviewing my account statement, I found a charge that I did not authorize. The details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Description: [Insert Description]

I request a thorough investigation into this matter, and I would like to have the amount refunded to my account as soon as possible. Additionally, I would appreciate any information regarding the measures your bank takes to prevent such fraudulent activities.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]