

Formal Complaint Regarding Unauthorized Transactions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Bank Manager

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally lodge a complaint regarding unauthorized transactions that have occurred in my account. My account number is [insert account number], and I have noticed discrepancies in my account statement dated [insert date of statement].

Upon reviewing my recent transactions, I found the following unauthorized activities:

- [Transaction Detail 1]
- [Transaction Detail 2]
- [Transaction Detail 3]

I request that you investigate these transactions immediately and provide me with a resolution as soon as possible. Additionally, I would appreciate any measures that can be taken to prevent such occurrences in the future.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]