

# Formal Complaint Regarding Unauthorized Transactions

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date: [Insert Date]

Customer Service Department  
[Bank/Company Name]  
[Bank/Company Address]  
City, State, ZIP Code

Dear [Bank/Company Name] Customer Service,

I am writing to formally dispute unauthorized transactions that were posted to my account, [Account Number], on [Transaction Dates]. I believe these transactions were made without my authorization.

The transactions in question are as follows:

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

Upon reviewing my account statements, I noticed these transactions do not reflect any purchases or services I authorized. I request an immediate investigation into these charges and a reversal of the unauthorized amounts.

Please confirm receipt of this letter and the initiation of your investigation. I expect a written response within [number of days] days, as stated in your customer service policy.

Thank you for your prompt attention to this matter. If needed, I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]