

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Position
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally report a series of fraudulent transactions that have occurred on my account with [Bank/Company Name], account number [Account Number]. I have discovered multiple unauthorized charges totaling [Amount].

On [Date of First Transaction], I noticed a transaction for [Description of Transaction] which I did not authorize. Subsequent unauthorized transactions occurred on [List of Dates] for amounts [List of Amounts]. I have taken immediate steps to secure my account, including changing my passwords and disputing these charges.

I kindly request a thorough investigation into these transactions and would appreciate feedback on the steps that will be taken to address this issue. Furthermore, I would like to know how my account could have been compromised and what preventive measures are being implemented to protect your customers.

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]