

Unauthorized Transaction Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Representative's Name],

I am writing to formally dispute an unauthorized transaction on my account, [Your Account Number]. On [Transaction Date], an amount of [Transaction Amount] was deducted from my account, which I did not authorize.

The details of the transaction are as follows:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Merchant Name: [Merchant Name]

I have taken immediate steps to secure my account, including changing my account password and notifying your customer service department of this issue. I request that you investigate this matter and reverse the unauthorized charge at your earliest convenience.

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

Sincerely,

[Your Name]