

Example Complaint Letter to Bank for Unauthorized Credit Card Charge

Date: [Insert Date]

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

Subject: Complaint Regarding Unauthorized Credit Card Charge

Dear Sir/Madam,

I am writing to bring to your attention an unauthorized charge that has been posted to my credit card account. Please find my account details below:

- Name: [Your Name]
- Credit Card Number: [Last Four Digits Only]
- Account Number: [Your Account Number]

On [Date of Transaction], I noticed a charge of [Amount] from [Merchant Name/Location] on my credit card statement, which I did not authorize or recognize. I have not shared my card details with anyone, nor have I given consent for this transaction.

I kindly request the bank to investigate this unauthorized transaction at the earliest, reverse the charge, and secure my account from any further fraudulent activity. Please let me know if you require any additional information or documentation from my side to proceed with the investigation.

I trust you will treat this matter with urgency and help protect my rights as a customer.

Thank you for your prompt attention.

Sincerely,
[Your Name]
[Your Address]
[Your Contact Number]
[Your Email Address]