

# Template Letter to Bank for Unauthorized Transaction on Savings Account

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**To,**

The Branch Manager

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

**Subject:** Reporting Unauthorized Transaction on My Savings Account and Request for Investigation

Dear Sir/Madam,

I am writing to formally report an unauthorized transaction that has occurred on my savings account with your bank. Below are my account details and specifics regarding the disputed transaction:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Date of Unauthorized Transaction:** [Date]
- **Transaction Amount:** [Amount]
- **Transaction Reference/ID:** [Reference/ID if available]
- **Transaction Description:** [Brief Description]

I wish to state that I did not authorize the above transaction, nor have I shared my account details, debit card, or PIN with anyone. I believe this transaction to be fraudulent.

I request you to kindly:

1. Investigate the unauthorized transaction at the earliest.
2. Reverse the fraudulent debit and restore the debited amount into my savings account.
3. Strengthen the security on my account to prevent further unauthorized access.

I have attached a copy of my ID and any other relevant documents for your perusal. Kindly acknowledge receipt of this complaint and keep me informed of the investigation's progress at the earliest.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Name]

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*Enclosures (if any):*

- Copy of ID proof
- Transaction statement/highlighted transaction