

Sample Letter to Bank Manager for Unauthorized Online Transaction

This sample letter to the bank manager addresses an **unauthorized online transaction** issue, formally notifying the bank about the suspicious activity on the account. The letter includes essential details such as the transaction date, amount, and description, and requests immediate investigation and reversal of the fraudulent charge. It also seeks assurance on the security measures taken by the bank to prevent future unauthorized access and emphasizes the urgency of resolving the matter to protect the account holder's financial interests.

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

Date: [DD/MM/YYYY]

Subject: Unauthorized Online Transaction on My Account ([Account Number])

Dear Sir/Madam,

I am writing to inform you about an unauthorized online transaction from my bank account, details of which are as follows:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Transaction Date:** [DD/MM/YYYY]
- **Transaction Amount:** [Amount]
- **Transaction Description:** [Description as shown in account statement]

I did not authorize the above transaction. I request you to kindly investigate the matter at the earliest and take immediate steps to reverse the fraudulent charge. I also urge you to look into the security of my account to ensure that no further unauthorized transactions can occur.

Please acknowledge the receipt of this complaint and keep me informed about the progress of the investigation. I request a swift resolution as this matter is causing me considerable distress and puts my financial interests at risk.

Thank you for your prompt attention to this urgent issue.

Yours sincerely,
[Your Name]
[Contact Number]
[Email Address]