

Complaint Letter Sample to Bank for Unauthorized International Transaction

Date: [Your Date]

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

Subject: Unauthorized International Transaction on My Account

Dear Sir/Madam,

I am writing to formally bring to your attention an unauthorized international transaction that has appeared on my bank account. I request your urgent attention and immediate action on this matter.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Transaction Details:

- Date of Transaction: [Transaction Date]
- Amount: [Transaction Amount]
- Transaction Reference Number: [Reference Number, if available]
- Description: [Description as per the bank statement]

I would like to clarify that I did not authorize or initiate the above-mentioned transaction. I have not shared my banking information with anyone or engaged in any transaction with an international merchant on or around the specified date.

In view of the above, I request the following actions:

- Immediate investigation into the mentioned transaction
- Reversal of the disputed amount to my account at the earliest
- Strengthening of security on my account to prevent further unauthorized transactions

I am attaching copies of my recent bank statement and identification proof for your reference. Kindly acknowledge receipt of this complaint and inform me about the steps being taken. Please treat this matter with the utmost priority.

Thank you for your prompt attention and support regarding this matter.

Yours faithfully,

[Your Name]

[Your Contact Number]

[Your Email Address]