

# Sample Complaint Letter to Bank for Disputed Transaction

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

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

Subject: Complaint Regarding Disputed Transaction on My Account

Dear Sir/Madam,

I am writing to bring to your attention a disputed transaction that has appeared on my bank account. I kindly request your urgent assistance in investigating and resolving this matter.

Details of the disputed transaction are as follows:

**Account Number:** [Your Account Number]

**Transaction Date:** [Date of Transaction]

**Transaction Amount:** [Amount]

**Transaction Description:** [Description as it appears in the statement]

I did not authorize this transaction, nor do I recognize the merchant or the nature of the charge. I believe this transaction was made in error/without my consent. I kindly request that you investigate this transaction, provide me with a detailed explanation, and initiate a reversal or refund as appropriate.

I have attached relevant documents, such as a copy of my bank statement highlighting the disputed transaction, for your reference. Please let me know if you require any further information or documents from my side to facilitate your investigation.

I look forward to your prompt response and resolution of this issue. Please confirm receipt of this complaint and keep me updated on the status of your investigation.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]