

# Sample Complaint Letter to Bank for Unauthorized Debit Card Transaction

[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: Complaint Regarding Unauthorized Debit Card Transaction

Dear Sir/Madam,

I am writing to formally bring to your attention an unauthorized transaction that has occurred on my debit card linked to my account no. [Your Account Number]. I recently noticed a suspicious transaction on [Date of Transaction] amounting to Rs./\$[Amount] with the description [Transaction Description/Details], which I did not authorize or initiate.

I request you to kindly investigate this matter urgently and initiate the process for disputing the said transaction. Please reverse/credit the disputed amount to my account at the earliest and provide written confirmation of the resolution.

For your reference, the relevant details are as follows:

- **Debit Card Number (last 4 digits):** [xxxx]
- **Transaction Date:** [Date]
- **Transaction Amount:** Rs./\$[Amount]
- **Transaction Description:** [Description]

I have also ensured that my debit card is in my possession and request you to take necessary steps to secure my account and prevent further unauthorized transactions.

Please acknowledge receipt of my complaint and let me know if any further information or documentation is required from my side.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]