

## Sample Letter: Unauthorized ATM Withdrawal Complaint

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

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

### Subject: Complaint Regarding Unauthorized ATM Withdrawal

Dear [Bank Manager's Name],

I am writing to formally bring to your attention an unauthorized ATM withdrawal from my savings/current account with your bank. The details of the disputed transaction are as follows:

- **Account Number:** [Your Account Number]
- **Date of Withdrawal:** [Date of Unauthorized Withdrawal]
- **Amount Withdrawn:** [Amount]
- **Transaction Reference Number:** [Reference/Transaction ID, if available]
- **ATM Location:** [Location, if available]

I wish to state clearly that I did not authorize nor initiate the above transaction, nor have I shared my PIN or account details with anyone. I only became aware of this withdrawal upon reviewing my recent account statement/receiving an alert from the bank (provide details if applicable).

I kindly request the bank to investigate this matter immediately, secure my account, and arrange for the reversal of the fraudulent transaction as per banking guidelines. Please let me know if you require any additional information or documentation from my side.

I trust the bank will give this matter urgent attention and keep me updated on the steps being taken to resolve this issue.

Thank you for your prompt assistance.

Sincerely,  
[Your Name]