

Date: [Insert Date]

[Recipient Name]

[Title, if applicable]

[Bank/Financial Institution Name]

[Branch/Office Address]

[City, State ZIP Code]

Subject: Request for Adjustment Due to Unauthorized Transaction

Dear [Recipient Name],

I am writing to formally bring to your attention an unauthorized transaction that has resulted in a discrepancy on my account statement for account number [Account Number]. Upon careful review of my recent statement dated [Statement Date], I noticed a transaction that I did not authorize:

- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** [Amount]
- **Transaction Description/Reference:** [Description as per bank statement]

I kindly request an immediate investigation into this matter and ask that the erroneous transaction be reversed or corrected at your earliest convenience. I have attached relevant documents, including a copy of my statement highlighting the unauthorized transaction and any supporting correspondence to assist you in your review.

Please confirm receipt of this letter and advise me on the steps being taken to resolve this discrepancy. If any additional information or documentation is needed, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. I trust that this issue will be resolved swiftly to restore accuracy to my account records and maintain my confidence in your institution.

Sincerely,

[Your Name]

[Your Address]

[City, State ZIP Code]