

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

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

Subject: **Complaint Regarding Unauthorized Charges on My Account**

Dear Sir/Madam,

I am writing this letter to bring to your urgent attention a matter of serious concern regarding unauthorized charges that have recently appeared on my bank account ([**Account Number**]). I have noticed the following unauthorized transactions on my account statement:

- [Date] — [Amount] — [Transaction Description]
- [Date] — [Amount] — [Transaction Description]

I did not authorize these transactions and am deeply concerned about the security of my funds. I kindly request an immediate investigation into these discrepancies and a detailed explanation of the origin and nature of these charges. I also urge you to initiate prompt action to reverse any erroneous deductions from my account.

Ensuring the security of my account and preventing any further unauthorized transactions is of utmost importance to me. Therefore, I request you to take all necessary steps to protect my account and keep me informed of the progress and results of your investigation.

I trust you will treat this matter with the urgency and seriousness it deserves. Please acknowledge receipt of this letter and inform me of the actions being taken at your earliest convenience.

Thank you for your immediate attention to this issue.

Sincerely,  
[Your Name]