

# Complaint Letter to Bank for Credit Card Charges Not Recognized

[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 Unrecognized Credit Card Charges

Dear Sir/Madam,

I am writing to formally notify you of certain unauthorized charges that have appeared on my recent credit card statement. I am a holder of a [Bank Name] credit card, bearing the number ending with XXXX-XXXX-XXXX-[Last 4 Digits], and to my surprise, I noticed the following suspicious/unrecognized transaction(s):

- **Date of Transaction:** [Date]
- **Merchant Name/Description:** [Merchant Name or Transaction Description]
- **Amount:** [INR/USD/Other] [Amount]
- **Reference Number (if available):** [Reference/Transaction ID]

I do not recall authorizing these transactions and request a thorough investigation into their origin. Enclosed/attached are copies of my credit card statement for the relevant period and any other supporting documentation for your reference.

Kindly reverse the disputed amount(s) at the earliest and secure my credit card account against further unauthorized use. If you require any additional documentation or information, please contact me at [your phone number] or via email at [your email address].

I trust you will address this issue promptly and provide a written response regarding the outcome of your investigation and steps taken to resolve this matter.

Thank you for your immediate attention and assistance.

Yours faithfully,  
[Your Name]