

[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 Transactions on My Account

Dear Sir/Madam,

I am writing to formally bring to your attention certain unauthorized transactions that have occurred on my bank account with your branch. The details of my account are as follows:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Branch:** [Bank Branch Name/Details]

I noticed the following unauthorized transaction(s) on my bank account statement:

Date	Transaction Description	Amount
[Date of Transaction]	[Merchant/Payee Name or Details]	[Amount]

I confirm that I did not authorize these transaction(s), nor have I shared my banking credentials or card details with anyone. I suspect that these could be fraudulent activities and therefore request you to kindly:

- Investigate the mentioned unauthorized transactions at the earliest.
- Reverse/refund the credited amounts if found to be unauthorized upon investigation.
- Take necessary steps to secure my account from any further fraudulent activities.
- Keep me informed of the progress and outcome of the investigation.

I would appreciate your prompt attention and action regarding this matter. Please treat this letter as urgent and sensitive. Should you require any additional information, do let me know at the earliest.

Thank you for your immediate attention to this issue. I look forward to your swift action and a written confirmation of the same.

Yours faithfully,
[Your Signature (if sending a hard copy)]
[Your Printed Name]