

Sample Complaint Letter for Unauthorized Debit from Account

[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 Debit from My Account

Dear Sir/Madam,

I am writing to formally report an unauthorized debit transaction from my account with your bank.

Account Details:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Branch: [Your Branch Name]

On [Date of Unauthorized Debit], an amount of [Amount Debited] was debited from my account (Transaction ID/Reference: [Transaction ID or Reference, if available]) without my authorization or prior notice. I have verified my records, and I have not conducted or authorized this particular transaction.

I kindly request you to urgently initiate an investigation into this unauthorized debit and take corrective action by crediting the debited amount back to my account at the earliest. I am enclosing copies of my bank statement and any other relevant documents for your reference.

This issue has caused me considerable inconvenience and anxiety. I urge you to treat this matter with utmost priority and keep me informed of any progress regarding the investigation.

Please acknowledge receipt of this complaint and let me know if you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]

*Enclosures: (1) Copy of bank statement highlighting the unauthorized debit
(2) Any other relevant documents*