

Bank Complaint Letter Sample for Multiple Unauthorized Charges

This **bank complaint letter sample for multiple unauthorized charges** provides a clear and concise template to address and resolve issues related to fraudulent transactions on a bank account. It guides the account holder in detailing the unauthorized charges, requesting immediate investigation and reversal of the debited amounts, and seeking assurance for enhanced security measures. Using this sample letter helps customers effectively communicate with their bank to protect their funds and resolve disputes swiftly.

[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 Multiple Unauthorized Charges on My Account

Dear Sir/Madam,

I am writing to formally bring to your attention multiple unauthorized transactions that have been debited from my bank account (**Account Number: [Your Account Number]**) on the following dates:

- [Date 1] - [Amount] - [Description/Transaction ID]
- [Date 2] - [Amount] - [Description/Transaction ID]
- [Date 3] - [Amount] - [Description/Transaction ID]

I did not authorize these transactions and suspect that my account details may have been compromised. I kindly request that you:

1. Immediately investigate the listed unauthorized charges.
2. Reimburse/reverse the debited amounts at the earliest.
3. Provide information on how such transactions were processed without my authorization.
4. Enhance security measures on my account to prevent future fraudulent activities.

I am attaching copies of my recent account statements highlighting the unauthorized charges for your reference. Kindly acknowledge receipt of this complaint and inform me of any developments at the earliest.

Please consider this matter urgent, as it greatly concerns the safety and security of my finances. I trust that you will address and resolve this issue promptly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]