

Formal Complaint Letter Template for Bank Unauthorized Transactions

This **formal complaint letter template for bank unauthorized transactions** serves as a structured guide for customers to report and dispute unauthorized or fraudulent activities on their bank accounts. It includes essential elements such as the account holder's details, transaction specifics, a clear description of the unauthorized charges, and a request for investigation and resolution. This template helps ensure clear communication with the bank, facilitating prompt action and protection of the customer's financial interests.

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

The Branch Manager

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Subject: Formal Complaint Regarding Unauthorized Transactions on My Account

Dear Sir/Madam,

I am writing to formally bring to your attention several unauthorized transactions detected on my bank account. The details of my account and the disputed transactions are as follows:

- **Account Name:** [Your Account Name]
- **Account Number:** [Your Account Number]
- **Disputed Transaction(s):**
 - Date(s): [Transaction Date(s)]
 - Description: [Merchant/Description of Transaction]
 - Amount(s): [Amount(s)]

I did not authorize these transactions and request an immediate investigation into the matter. Please block or reverse the unauthorized charges, secure my account, and inform me of the measures taken to prevent future occurrences.

Kindly confirm the receipt of this complaint and advise me on the expected time frame for resolution. Please let me know if any additional documentation or information is required from my end.

I trust that the bank will handle this matter promptly and safeguard my interests as a valued customer. Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]