

Letter Format to Bank for Reporting Fraudulent Transaction

This letter template helps you formally notify your bank about an unauthorized or suspicious transaction on your account. Ensure you include all relevant details for swift action and security. Below is a sample format you can use:

Date: [Date]

To,
The Branch Manager,
[Bank Name],
[Branch Address],
[City, State, ZIP Code]

Subject: Reporting Fraudulent Transaction on My Account

Dear Sir/Madam,

I am writing to bring to your attention a **fraudulent transaction** that has occurred on my account. My account details are as follows:

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

On [Date], an unauthorized transaction of [Amount] was carried out from my account. The transaction details are:

- **Transaction ID:** [Transaction ID, if available]
- **Date and Time:** [Transaction Date & Time]
- **Amount Debited:** [Amount]
- **Merchant/Beneficiary:** [Name, if available]
- **Mode of Transaction:** [ATM/Online/UPI/Other]

I confirm that I have not authorized this transaction and request you to immediately investigate the matter, reverse the fraudulent transaction, and take appropriate measures to ensure the security of my account. I am also enclosing a copy of my identity proof and relevant account statements for your reference.

Kindly treat this matter as urgent. Please confirm receipt of this letter and keep me informed of the actions being taken.

Thank you for your prompt attention to this issue.

Yours faithfully,

[Your Name]
[Your Contact Number]
[Your Email Address]

Please make sure to replace the placeholders (in brackets) with your actual details before submitting the letter to your bank.