

# Sample Complaint Letter for Fraudulent Transaction on Credit Card

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

## Customer Service Department

[Credit Card Company Name]  
[Bank/Issuer Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding Fraudulent Transaction on Credit Card [Last Four Digits of Card Number]

Dear Sir/Madam,

I am writing to formally report a **fraudulent transaction** that has appeared on my credit card statement. I am the holder of credit card number ending in [XXXX], and I have discovered an unauthorized charge on [Date of Transaction] at [Merchant Name/Location], for the amount of [Amount].

I did not authorize this transaction, nor have I shared my credit card or account details with anyone. Please consider this letter a formal request to investigate this unauthorized activity and reverse the fraudulent charge. I have attached a copy of my latest statement with the disputed transaction highlighted, along with any supporting documents that I have.

For your reference, here are the transaction details:

- Transaction Date: [Date of Transaction]
- Merchant: [Merchant Name/Details]
- Amount: [Amount]
- Reference Number: [Transaction Reference, if available]

Please confirm receipt of this complaint and inform me of any steps required from my end to facilitate your investigation. I request that you block my current card immediately and issue a new card to prevent further unauthorized transactions.

I trust that you will handle this matter promptly and keep me updated on the progress. If further information or documentation is required, please contact me at [Phone Number] or [Email Address].

Thank you for your immediate attention to this pressing issue.

Sincerely,  
[Your Name]