

Complaint Letter Template: Unauthorized ATM Withdrawal

Use the following template to formally report unauthorized ATM withdrawals to your bank and request prompt investigation and resolution.

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

Date: [Insert Date]

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

Subject: Complaint regarding unauthorized ATM withdrawal – Request for Investigation

Dear Sir/Madam,

I am writing to formally report an unauthorized ATM withdrawal from my bank account. The details of the transaction are as follows:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Date of Unauthorized Withdrawal:** [Date]
- **Amount Withdrawn:** [Amount]
- **ATM Location (if available):** [ATM Location]
- **Transaction Reference Number:** [Reference Number, if any]

I confirm that I did not authorize this transaction and have not shared my ATM card, PIN, or banking credentials with anyone. Therefore, I request an immediate investigation into this matter. Please reverse the unauthorized withdrawal and restore the amount to my account at the earliest.

I have enclosed/attached a copy of my recent bank statement reflecting the disputed transaction for your reference. If you require any additional information, please let me know.

I trust you will treat this matter with urgency and update me on the progress of your investigation as soon as possible.

Thank you for your prompt attention to this issue.

Yours faithfully,
[Your Signature (if sending a physical letter)]
[Your Name]