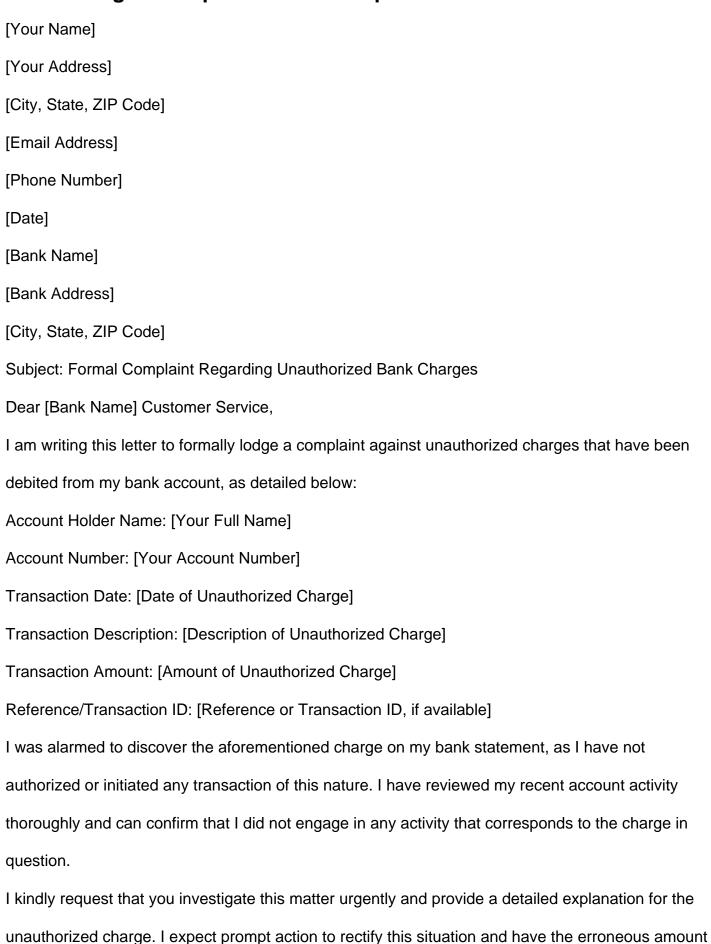
## **Bank Charges Complaint Letter Template**



credited back to my account without delay. I understand that errors can occur, but it is essential that these issues are resolved swiftly and efficiently.

Moreover, I would appreciate if you could provide me with a written confirmation of the actions taken to address this complaint once the investigation is complete. Please ensure that all communication related to this matter is sent to my registered email address or mailed to my provided address. If necessary, I am prepared to provide any additional information or documentation that may aid in the investigation process. I expect a timely resolution to this matter and appreciate your immediate attention to my concerns.

Thank you for your understanding and cooperation in resolving this issue promptly. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]

[Enclosures: None (unless you are including additional documents)]

Note: Make sure to customize the template with your personal information, account details, and the specific details of the unauthorized charge. Keep a copy of the letter for your records. If the issue is not resolved satisfactorily, you may need to escalate the matter through appropriate channels.