

Unauthorized transaction complaint

Subject: Complaint Regarding Unauthorized Transaction

Dear Bank Manager,

I am writing to formally lodge a complaint regarding an unauthorized transaction on my account [Account Number]. On [Date], an amount of [Amount] was debited without my knowledge or authorization.

I request that this matter be investigated urgently and that the unauthorized amount be reversed. Please also provide me with a written explanation of how this occurred and what measures will be taken to prevent such incidents in the future.

This situation has caused me considerable inconvenience, and I trust that the bank will resolve it promptly. I look forward to your response at the earliest.

Sincerely,

[Your Name]

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