

Date: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

**Sent Via Certified Mail – Return Receipt Requested**

**Re: Bank Account #** \_\_\_\_\_

Dear Sir/Madam:

I am writing to dispute unauthorized transaction(s) regarding my bank account. The following transactions have been improperly processed through my bank account:

<u>Date of Transaction</u>	<u>Transaction Description</u>	<u>Amount of Transaction</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I did not authorize these transactions. Please investigate the above transactions and report the results of your investigation to me at my address which is listed below. Please correct these error(s) to my bank account as soon as possible.

My full name is: \_\_\_\_\_

My phone number is: \_\_\_\_\_

My address is: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Thank you for your prompt attention in this matter.

Sincerely,

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Your Name Printed)

**REMEMBER: (1) KEEP A COPY OF THE LETTER AFTER YOU HAVE SIGNED IT  
(2) MAIL THE LETTER BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**