

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:

Date of Transaction Transaction Description

Amount of Transaction

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**