

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank or Financial Institution Name]
[Department Name, e.g., Fraud Department]
[Bank Address]

RE: Fraudulent Transaction Stop Payment Request

Dear Customer Service Department,

I am writing to formally request a stop payment on a fraudulent transaction that has appeared on my account. I did not authorize this charge and believe my account information has been compromised.

The details of the transaction are as follows:

- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** \$[Amount]
- **Payee/Merchant Name:** [Name of Merchant]
- **Reference/Confirmation Number:** [Number if available]

I request that you stop any pending payment for this transaction immediately. If the funds have already been debited, I request a formal investigation and a full reversal of the unauthorized charge.

I have also taken the following actions to secure my account: [e.g., changed my password, requested a new debit card, or filed a police report].

Please provide written confirmation once the stop payment has been processed and the investigation is underway. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]