

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Financial Institution Name]
[Fraud Department or Customer Service]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Unusual Activity on Account [Account Number]

To Whom It May Concern,

I am writing to formally inquire about recent activity on my account ending in [Last 4 Digits of Account]. I was notified of potential unauthorized transactions, or I have noticed charges that I do not recognize.

The specific transactions in question are as follows:

- [Date]: [Description of Charge/Activity] - [Amount]
- [Date]: [Description of Charge/Activity] - [Amount]

I would like to request further information regarding these transactions, including the location of the charges and the merchant details. If these are determined to be fraudulent, please consider this a formal dispute of the charges and initiate the necessary steps to secure my account and issue a replacement card if required.

Please provide a written confirmation of receipt of this inquiry and keep me updated on the status of your investigation. I can be reached at [Your Phone Number] if you require additional information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]