

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

[Date]

[Name of Financial Institution/Trustee]  
[Department, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: FORMAL DEMAND FOR RETURN OF UNAUTHORIZED WITHDRAWAL**

**Account Name:** [Name of Trust]

**Account Number:** [Last 4 Digits of Account Number]

To [Name of Contact Person or Department]:

I am writing this letter to formally notify you of an unauthorized withdrawal discovered in the above-referenced trust account. According to my records, an unauthorized transaction occurred on [Date] in the amount of \$[Amount].

The transaction is described as follows: [Description of transaction as it appears on the statement, e.g., ATM withdrawal, Wire Transfer, Check #].

I did not authorize this transaction, nor did I receive any benefit from these funds. As this account is held in trust, the fiduciary duty to protect these assets has been compromised. I am demanding that you immediately investigate this matter and credit the full amount of \$[Amount] back to the account, along with any associated fees or lost interest.

Please provide a written response regarding the status of this investigation and the timeline for the restoration of funds within [Number of Days, e.g., 10] business days from the receipt of this letter.

I have attached [List any supporting documents, such as account statements or police reports] for your review.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Signature]

[Your Printed Name]  
[Your Title, e.g., Trustee/Beneficiary]