

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Last 4 Digits of Account Number]

Subject: Notification of Unauthorized Account Debit

Dear [Customer Name],

We are writing to formally notify you regarding an unauthorized debit identified on your account. Our records indicate that a transaction was processed without proper authorization.

Transaction Details:

- **Date of Transaction:** [Insert Date]
- **Amount:** [Insert Amount]
- **Description/Merchant:** [Insert Merchant Name]
- **Reference Number:** [Insert Reference Number]

Action Taken:

Upon discovery, we have taken the following steps:

- The transaction has been flagged as fraudulent.
- A formal investigation has been initiated.
- [Optional: A temporary credit has been applied to your account.]

Next Steps for You:

To ensure the continued security of your account, please perform the following actions immediately:

1. Review your recent account statements for any other unfamiliar activity.
2. Change your online banking password and security questions.
3. Confirm receipt of this notification by contacting our Fraud Department at [Phone Number].

We take the security of your account very seriously and apologize for any inconvenience this may cause. If you have any questions, please contact us at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Your Name/Department]

[Company Name]