

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

[Date]

[Branch Manager's Name]
Branch Manager
[Bank Name]
[Branch Address]

**Subject: FORMAL ESCALATION - Unauthorized Transaction and Forgery on Account
#[Your Account Number]**

Dear [Branch Manager's Name],

I am writing to formally escalate a critical issue regarding a forged transaction that has cleared my account. Despite my previous attempts to resolve this through standard customer service channels on [Date(s) of previous contact], the matter remains unresolved.

The details of the fraudulent transaction are as follows:

- **Transaction Date:** [Date]
- **Check/Transaction Number:** [Number]
- **Amount:** \$[Amount]
- **Payee:** [Name on Check]

I have inspected the image of this transaction and confirm that the signature is a forgery and was not authorized by me. I have attached a copy of the forged document and a copy of my valid government-issued ID for signature comparison.

As per the Electronic Fund Transfer Act and applicable banking regulations, I am requesting that the bank:

1. Immediately reverse the fraudulent charge and credit the full amount back to my account.
2. Refund any overdraft or transaction fees incurred as a result of this forgery.
3. Provide a formal written confirmation once the investigation is closed.

I have already filed a police report regarding this incident (Report #[Report Number]). I expect a response regarding the status of my funds within [Number, e.g., 3] business days.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

- Copy of Forged Check/Transaction
- Copy of Police Report
- Copy of Photo ID