

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

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Report of Unauthorized Check Amount Alteration

Dear Customer Service Department,

I am writing to formally report an unauthorized change to the amount of a check drawn on my account. The details of the transaction are as follows:

- **Account Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Check Number:** [Check Number]
- **Original Amount:** \$[Original Amount]
- **Altered Amount Charged:** \$[Altered Amount]
- **Date of Transaction:** [Date on Check]
- **Payee:** [Name of Payee]

I did not authorize the change in the amount of this check. I have attached a copy of my bank statement and any available records of the original check for your review.

I request that you investigate this matter immediately, credit my account for the difference of \$[Difference Amount], and provide me with a written confirmation once the adjustment has been made.

Please let me know if you require any further documentation or if I need to sign a formal affidavit regarding this dispute.

Sincerely,

[Your Signature]

[Your Printed Name]