

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

[Date]

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

**Subject: URGENT: Notice of Unauthorized Transactions and Unexplained Fund Depletion**

Dear Customer Service Department,

I am writing to formally report an urgent issue regarding my account number [Your Account Number]. Upon reviewing my account on [Date], I discovered that funds have been depleted without my authorization.

The following transactions were not authorized by me:

- [Date]: [Description of Transaction] - [Amount]
- [Date]: [Description of Transaction] - [Amount]
- [Date]: [Description of Transaction] - [Amount]

The total amount of unexplained missing funds is [Total Amount]. I have not shared my account credentials or PIN with anyone, and my debit card is currently [in my possession / lost / stolen].

I request that you immediately:

1. Block any further unauthorized withdrawals from my account.
2. Initiate a formal investigation into these transactions.
3. Reimburse the missing funds to my account as per consumer protection regulations.
4. Provide me with a written confirmation and a reference number for this claim.

I have attached [mention any documents, such as a police report or bank statement screenshots] to support this claim. Please contact me immediately via phone or email to update me on the status of this investigation.

Sincerely,

[Your Signature]

[Your Printed Name]