

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

[Date]

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

**Subject: Notice of Unauthorized Withdrawal - Account [Your Account Number]**

Dear Customer Service Department,

I am writing to formally notify you of an unauthorized withdrawal from my [Checking/Savings] account, number [Your Account Number], which I discovered on [Date you noticed].

The details of the unauthorized transaction are as follows:

- **Date of Transaction:** [Date]
- **Amount:** \$[Dollar Amount]
- **Description:** [Description as it appears on your statement]

I did not authorize this transaction, nor did I receive any benefit from these funds. I am requesting that you investigate this matter immediately, reverse the transaction, and credit the full amount back to my account.

Please provide me with a written confirmation once the funds have been restored or if you require additional information to complete your investigation. I have also [included/attached] a copy of my statement highlighting the transaction in question.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]