

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

[Date]

[Bank/Institution Name]
[Department Name]
[Institution Address]

Subject: Request for Transaction Signature Verification

Dear [Contact Person Name or Customer Service Department],

I am writing to formally request a signature verification for a specific transaction associated with my account. The details of the account and the transaction in question are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** [Amount]
- **Transaction Reference Number:** [Reference Number, if available]

I am requesting this verification because [state reason, e.g., I do not recognize this signature / I am performing a routine audit / I suspect unauthorized activity].

Please provide a formal letter or document confirming whether the signature on the transaction record matches the authorized signature on file for this account. If there are any forms I need to complete or fees associated with this request, please let me know as soon as possible.

Thank you for your prompt attention to this matter. I look forward to receiving the verification by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]