

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

Customer Service

Axis Bank

[Branch Address or Customer Service Address]
[City, State, ZIP Code]

Subject: Dispute Regarding Bank Statement

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally dispute a transaction that appears on my bank statement for account number [Your Account Number].

The specific transaction in question is as follows:

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

I believe this transaction is incorrect due to [briefly explain the reason for the dispute, e.g., unauthorized transaction, transaction amount discrepancy, etc.].

I kindly request a thorough review of this matter and would appreciate any relevant documentation that can clarify this situation. Attached are copies of my bank statement and any other supporting documents for your reference.

Please acknowledge the receipt of this letter and let me know the next steps in resolving this dispute.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Account Holder]