

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

[Bank/Credit Card Issuer Name]  
[Fraud Department Address]  
[City, State, Zip Code]

Subject: Reporting Unauthorized Transactions on My Credit Card

Dear [Bank/Credit Card Issuer],

I am writing to formally report unauthorized transactions on my credit card account [Your Credit Card Account Number]. I have noticed the following charges that I did not authorize:

1. [Date of Transaction]: [Description of Transaction] - \$[Amount]
2. [Date of Transaction]: [Description of Transaction] - \$[Amount]
3. [Date of Transaction]: [Description of Transaction] - \$[Amount]

I request that these transactions be investigated and reversed as soon as possible. Additionally, I would like to request a new credit card to prevent any further unauthorized use of my account.

Please find attached any relevant documentation to support my claim. I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Account Holder Signature if sending by mail]

[Attachments: e.g., copies of transactions, any correspondence]