```
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
The Customer Service Manager
State Bank of India
[Branch Address]
[City, State, Zip Code]
Subject: Complaint Regarding Fraudulent Activity
Dear Sir/Madam,
I am writing to formally lodge a complaint regarding a fraudulent
activity that has occurred on my bank account. My account details are as
follows:
- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
On [date of transaction], I noticed an unauthorized transaction amounting
to [Amount] that was deducted from my account. The transaction details
are as follows:
- Transaction ID: [Transaction ID]
- Date of Transaction: [Date]
- Amount: [Amount]
I have not authorized this transaction, and believe this to be a result
of fraud. I kindly request that you investigate this matter urgently, as
well as take the necessary steps to secure my account.
Please find attached any supporting documents, including bank statements
and correspondence related to this issue. I would appreciate it if you
could keep me updated on the progress of this complaint.
Thank you for your prompt attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
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