

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

[Bank's Name]  
[Branch Address]  
[City, State, ZIP Code]

Subject: Transaction Dispute - [Your Account Number]

Dear [Bank Manager's Name],

I am writing to formally dispute a transaction that occurred on my account [Your Account Number] on [Transaction Date]. The details of the transaction are as follows:

- Transaction Amount: \$[Amount]
- Transaction Reference Number: [Reference Number]
- Description of Transaction: [Description]

Upon reviewing my account statement, I noticed this transaction was unauthorized/incorrect due to [brief explanation of the dispute, e.g., I did not make this transaction, it was charged incorrectly, etc.].

Please find attached copies of [any supporting documents, e.g., bank statements, correspondence, etc.] that support my claim.

I kindly request that you investigate this matter at your earliest convenience and provide me with feedback regarding the resolution of this dispute.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]