

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Report of Fraudulent Transaction

I hope this message finds you well. I am writing to formally report a fraudulent transaction that occurred on my account, [Your Account Number], on [Date of Transaction].

Details of the transaction are as follows:

- Transaction Amount: [Amount]
- Date of Transaction: [Date]
- Description: [Brief description of the transaction]

I have not authorized this transaction and believe it to be a result of fraud. I kindly request your assistance in investigating this matter and reversing the transaction if possible.

Please let me know if you require any further information or documentation from my side to expedite this investigation. I appreciate your prompt attention to this serious issue.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]