From:  
Address of the sender:

To:  
Address of the recipient

Date:

Dear Madam/Sir,

I have a current account in your bank for the past 10 years. I am writing this letter to bring this to your notice that an amount of (mention the amount) has been debited from my account on 1st March 20XX. This transaction was not carried out by me although only I am allowed to conduct this transaction.

I came to know about this authorized transaction when I got a bank statement from the bank for a loan purpose. I was so shocked to see this. Below are my contact details:

Name:  
Account name:  
Account number:

I am attaching a copy of my account statement with this letter that shows that unauthorized transaction.

I am writing this letter to you so that you take necessary actions and help me recover the money indebted from my account in a stealthy way.

Yours sincerely,

Name of the sender

Signatures