

Consumer Name
Address
City, State, Zip Code

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Bank Name
Bank Address for Error Resolution
Bank City for Error Resolution, Bank State for Error Resolution, ZIP

RE: Checking Account # INSERT
Notice of Unauthorized Transfers

To Whom It May Concern:

Please accept this correspondence as a notice of unauthorized electronic transactions regarding my bank account. The following fraudulent transactions have been improperly processed through my account:

Date of Transaction	Type of Transaction	Amount of Transaction
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The transactions listed above are in error because (INSERT REASON(S) YOU BELIEVE THESE ARE UNAUTHORIZED TRANSACTIONS).

Please investigate the above transactions and report the results of your investigation to me at the address listed above. It is expected that you will promptly acknowledge and answer this request in accordance with the Electronic Funds Transfer Act and Federal Reserve Board Regulation E. Please feel free to contact me at (INSERT YOUR PHONE NUMBER) with any questions.

Sincerely,

Consumer Name