**To**

**[The Bank Manager]  
[Bank Name]  
[Address]**

**Re. Complaining the Unauthorized Transaction on 23-03-XX**

I am Derris Loblow and I have been a customer and client of your bank for a very long time. I have been the holder of the silver card of the bank’s clientage services. The bank has been very professional and communicative having competent staff and brilliant workers. I have been very satisfied with the services of your bank but I am very disappointed with the recent discrepancy of your team regarding a matter of the unauthorized transaction.

I received a text message from the Nobel Bank Branch 879-P informing me that an amount of $2500 has been withdrawn from my account. I had been in San Francisco for my work for the last week and could not appear in the bank by myself. I called the bank to confirm if there has really been a transaction.

After confirming from the bank, I called the manager to enquire about the probability of chances of a criminal doing the unauthorized transaction from my account and its way to settlement. I was told that I need to contact the head office about this matter. Later, I was told that this does not belong to any of the bank’s discrepancy and the client has no right to liable to the bank for this.

I am disappointed with this unprofessional demeanor and file a complaint against unauthorized transactions from my account. More details have been enclosed in the form of screenshots and saved images. You are required to look into this matter otherwise I will be compelled to file a complaint against the bank in the Local Law Enforcement Authorities.

You can contact me at [email]. I am looking forward to your kind response. Thank you.

Regards

Derris Loblow  
Gale Residentia, San Diego  
CA, USA