

FROM

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Number]

TO

[The Branch Manager]

[State Bank of India Branch Name]

[Branch Address]

[City, State, Zip Code]

Subject: Unauthorized Transaction Complaint –Account Number: [Enter Your Account Number here]

Dear Sir,

I am writing to formally report an unauthorised transaction in my State Bank of India savings account, with the account number [Your Account Number]. The unauthorized transaction took place on [Date of Unauthorized Transaction], and it has left me deeply concerned.

The unauthorised transaction details are as follows:

- Transaction Date: [Date of Unauthorized Transaction]
- Transaction Amount: [Amount of Unauthorized Transaction]
- Transaction Reference Number (if available): [Transaction Reference Number, if applicable]

I was not the initiator of this transaction, and I have not shared my account details or authorized anyone to access my account for this transaction. This has raised serious

security concerns, and I kindly request your immediate assistance in resolving this matter.

I understand that SBI has a robust mechanism for investigating and resolving unauthorized transactions. Therefore, I urge you to take the necessary steps to investigate the incident promptly and take appropriate actions to rectify the situation.

I am enclosing a copy of the transaction statement for your reference, which highlights the unauthorized transaction. Please find it attached to this letter.

I request that you keep me informed about the progress of the investigation and the steps taken to resolve this issue. Additionally, please ensure that the unauthorized amount is refunded to my account as soon as possible.

I have full faith in SBI's commitment to customer security and prompt resolution of such matters. I appreciate your prompt attention to this issue and your assistance in safeguarding my account.

I can be reached at [Your Contact Number] or [Your Email Address] for any further clarification or information you may require.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Enclosure: Copy of Transaction Statement]