

Complain Regarding Deduction of Money, complete complaint letters example.

Mr. Atul Bhandari

Manager

Sabka Bank

Ashok Vihar

January 14, 2011

Subject: **Complain regarding deduction of money**

Dear Mr. Bhandari,

I wish to bring to your attention that 7 30000 has been deduced from my account on December 5, 2009. It came to my notice when I checked my account balance on the following day. It was unprecedented to see 7 30000 missing from my account when I have made no transactions and have not withdrawn the money.

The details are as follows:

Bank account no:

Branch:

Date of deduction of money:

Transaction no:

I was not given any notification of the withdrawal of the money either on the E-mail or on the SMS. I request you to look in the matter as early as possible and return and refund the money to me.

Yours

Kavi