**Sample Dispute Letter to Company for an existing account**

Samantha Brown

45 Richmond Apartments

St. Anthony’s Street

New York

Date: 28.08.15

The Branch Manager

ABC Corporation Bank

52 Linking Park Building

Herald Street

Dear Sir or Ma’am,

The purpose of writing this letter is to dispute a fraudulent on my account in the amount of $ 1,500. I want to report that I am a victim of identity theft and I did not make this transaction. I request you to please look into the matter and have the charges removed along. I request you to also credit any other financial charges related with the fraudulent amount back to my account and send me my accurate bank statement.

Please find enclosed the copies of my bank account details along with my documents verifying my signature. These documents will support my position. I request you to please look into the matter and carry out necessary investigation and rectify the fraudulent charge as early as possible. It would be better if you can respond to my request in writing.

Thanking you in anticipation for your assistance.

Sincerely,

Samantha Brown

Enclosures:

* Photocopy of Bank Passbook.
* Photocopy of signature verification document.

Sources: <http://www.club4ca.com/formats/>