To Place:

The Bank Manager, Date:

Bank Name,

Address of the bank.

 I, **P Sirisha**, a/c no : **3123456987** of your bank. Today I got a message to my mobile number that **20,000** Rs has been deducted from my bank account, but I haven’t initiated any transaction from my side, but still the amount is debited from my account.

I am enclosing my bank statement copy along with this letter for more details.

**20000 Rs** is a very big amount for me, so please investigate this matter and refund my money.

Thanking you.

Regards,

Sirish P.

Mobile: 81234567XXX