(Place and date of the letter)

Claim (Reason for the claim made to the bank)

(Bank to which it is addressed)

(Name of the account holder), with account number (type and account number) of this Bank, I come to claim the refund of (indicate the type of transaction being claimed).

When reviewing my account statement (Narrate the type of transactions that appear on the account statement or query. In case of theft or loss, indicate the date it was reported and the report number).

The dates, movements and unrecognized amounts are as follows:

DATE MOVEMENT AMOUNT

|  |  |  |
| --- | --- | --- |
| **DATE** | **MOVEMENT** | **AMOUNT** |
| xxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxx | xxxxxxxxxx |
| Xxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxx | xxxxxxxxxx |
| xxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxx | xxxxxxxxxx |
| xxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxx | xxxxxxxxxx |
| xxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxx | xxxxxxxxxx |
| xxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxx | xxxxxxxxxx |
|  | Total: | Xxxxxxxxxx |

To verify the above, I attach (Indicate here if we attach any document to verify our complaint) so I request that this situation be reviewed so that the origin of these unrecognized charges is clarified and the funds are refunded to my account.

Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature and name of the Account Holder)