

The Bank Manager,
City Bank,
City X. Y. Z.

Subject: Complaint regarding suspicious transaction from my bank account.

Sir,

I am writing this to register my complain regarding suspicious transaction from my bank account. This transaction was held at 11:00 pm, yesterday.

I am a businessman, and doing bank transactions is a routine task for me. Yesterday, I was busy in my work, when I recieved message from bank regarding that the aforementioned transaction transaction.

It is a big shock for me as most of my business is linked with this account. Although I have temporarily blocked my account, but it is something that has seriously hurt my trust on Bank.

I request you to investigate this matter deeply and inform me regarding any progress.

Thanking you in anticipation. I am anxiously waiting for your response.

this is satisfactory
but try to be more formal and official in your language in a letter for a better impression

Yours truly,
X.Y.Z.