

Loss Memo for Internet Banking Fraud

Date:

To:

The Branch Manager
[Bank Name]
[Branch Address]

Subject:

Loss Memo Reporting Unauthorized Transaction - Internet Banking Fraud

Respected Sir/Madam,

I, the undersigned, wish to formally report a loss through unauthorized transactions conducted via internet banking services from my account. The details are provided below for your reference and necessary action.

Name of Account Holder: _____

Account Number: _____

Registered Mobile Number: _____

Date & Time of Fraudulent Transaction: _____

Amount Involved: _____

Transaction Reference ID(s): _____

Brief Description of Incident:

I kindly request the bank to investigate the aforementioned transaction(s) and take necessary steps to secure my account and seek recovery of the lost funds, if possible. I have not shared my credentials with anyone and have already taken steps to safeguard my online banking access.

Kindly treat this as a formal record of loss and take action as per the policy of the bank.

Yours faithfully,

(Signature)

Name: _____

Place: _____

Date: _____

Important Notes

- Provide accurate details regarding the transaction(s) and incident.
- Report the fraud to the bank at the earliest to prevent further loss.
- Inform the local police and obtain a copy of the complaint, if advised.
- Do not include sensitive information like passwords or OTPs in this document.
- Keep a copy of this document and all correspondence for your records.