

# Loss Memo for Internet Banking Fraud

Date:

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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:**

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**Account Number:**

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**Registered Mobile  
Number:**

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**Date & Time of  
Fraudulent  
Transaction:**

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**Amount Involved:**

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**Transaction Reference  
ID(s):**

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**Brief Description of Incident:**

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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,

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(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.