

Subject: Request for Correction of Incorrect Funds Transfer

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to bring to your attention an error regarding a recent funds transfer. On [insert date], I initiated a transfer of [insert amount] to [insert recipient's account details], but it appears that the funds were incorrectly transferred to [insert incorrect details, if known].

Details of the transaction are as follows:

- Transaction Date: [insert date]
- Amount Transferred: [insert amount]
- Intended Recipient: [insert correct recipient]
- Incorrect Recipient: [insert incorrect recipient, if applicable]
- Transaction Reference Number: [insert reference number if available]

I kindly request your assistance in resolving this matter and facilitating the correction of the funds transfer at your earliest convenience. Please let me know if you need any further information from my side to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address, if necessary]

[Your Account Number, if necessary]