

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Bank/Company Name]  
[Bank/Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Erroneous Financial Transfer

I hope this letter finds you well. I am writing to bring to your attention an issue regarding a financial transfer that was executed from my account on [date of transfer].

The details of the transaction are as follows:

- Account Number: [Your Account Number]
- Amount Transferred: [Amount]
- Reference Number: [Reference Number]

Unfortunately, this transfer was made in error [briefly explain the reason for the error, e.g., wrong account number, incorrect amount, etc.]. I kindly request your assistance in rectifying this matter. Please let me know the necessary steps I need to take in order to reverse this transaction and recover the funds transferred erroneously.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Account Number]