

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

Subject: Transaction Oversight Inquiry

Dear [Bank Manager's Name/Customer Service],

I hope this message finds you well. I am writing to formally address an oversight regarding a transaction on my account ([Your Account Number]). On [Date of Transaction], I noticed [brief description of the issue, e.g., an unauthorized transaction, incorrect charge, etc.]. This transaction was for [amount] and was processed at [location or description of the transaction].

I kindly request that you investigate this matter at your earliest convenience. Please let me know any information you require from my end to facilitate this process.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]