

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

Subject: Request for Rectification of Banking Error

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the rectification of an error that occurred in my account with your bank.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Date of Transaction: [Date of Mistaken Transaction]

Description of Error: [Briefly describe the mistake, e.g., incorrect transaction amount, unauthorized charge, etc.]

I kindly ask you to investigate this matter and provide a timely resolution. I have attached relevant documentation to assist in the review process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachments, if any]