

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

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

Dear [Recipient's Name],

Subject: Request for Resolution of Transaction Error

I hope this message finds you well. I am writing to bring to your attention a transaction error that occurred on [date of transaction] involving [details of the transaction such as transaction ID, account number, amount, etc.].

Upon reviewing my account statement, I noticed that [describe the nature of the error, e.g., incorrect amount charged, duplicate charge, missing transaction, etc.]. This has caused [brief explanation of any impact the error has had, e.g., financial inconvenience, missed payment, etc.].

I kindly request your assistance in resolving this matter at your earliest convenience. I would appreciate it if you could investigate this issue and provide a prompt resolution.

Please find attached any necessary documents to support my claim. Should you require any additional information, feel free to reach out to me via [preferred contact method].

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

Sincerely,

[Your Name]