

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

Subject: Incorrect Bank Transaction

Dear [Bank Manager's Name or Customer Service],  
I am writing to formally bring to your attention an error regarding a transaction on my bank account.

Account Number: [Your Account Number]  
Transaction Date: [Date of Transaction]  
Transaction Amount: [Transaction Amount]  
Description of Transaction: [Description]

Upon reviewing my recent bank statement, I noticed that the above transaction appears to be incorrect. [Briefly explain the issue, e.g., unauthorized transaction, incorrect amount, double charge, etc.].

I kindly request that you investigate this matter and rectify the issue at your earliest convenience. Please find attached any relevant documents that support my claim.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Optional: Account Number Again for Reference]