

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Notification of Incorrect Debit Transaction

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

I am writing to formally notify you of an incorrect debit transaction that has been processed on my account [Account Number].

On [Date of Transaction], a debit of [Amount] was made, which I believe to be erroneous. The transaction details are as follows:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Description: [Transaction Description]

I kindly request that this matter be investigated and the funds be returned to my account at the earliest convenience. Attached to this letter are copies of relevant documents supporting my claim.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Phone Number] or [Email Address] should you require any additional information.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]