

**\*\*Subject:\*\*** Notification of Incorrect Transaction Issue

**\*\*Dear** [Recipient's Name],**\*\***

I hope this message finds you well.

I am writing to bring to your attention an issue regarding an incorrect transaction that occurred on [date] with the reference number [transaction reference number].

Details of the transaction are as follows:

- Amount: [transaction amount]
- Method of Payment: [credit card, bank transfer, etc.]
- Description/Purpose: [brief description of the transaction]

Upon reviewing my account, I noticed that [describe the nature of the error, e.g., the amount charged was incorrect, the wrong account was debited, etc.].

I kindly request your assistance in resolving this matter as soon as possible. Please let me know if you require any further information or documentation to expedite the resolution.

Thank you for your prompt attention to this issue. I look forward to hearing from you soon.

**\*\*Best regards,\*\***

[Your Name]

[Your Contact Information]

[Your Account Number, if applicable]