

Subject: Reporting Transaction Mistake - [Transaction ID or Date]

Dear [Recipient's Name/Customer Service],

I hope this message finds you well. I am writing to report a mistake in a recent transaction that I conducted on [date] with the transaction ID of [Transaction ID].

Details of the transaction:

- Transaction Date: [Date]
- Amount: [Amount]
- Description: [Brief description of the transaction]

Mistake Description:

[Explain the mistake clearly, e.g., incorrect amount charged, wrong account credited, etc.]

I kindly request your assistance in resolving this matter at your earliest convenience. Please let me know if you need any further information to process this request.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]

[Your Account Number (if applicable)]