

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

[Date]
[Bank/Financial Institution Name]
[Branch Address]
[City, State, Zip Code]

Subject: Written Notice of Wrong Credit Transaction

Dear [Customer Service/Specific Person's Name],

I am writing to formally notify you of an incorrect credit transaction that appeared on my account, [Your Account Number].

On [Date of Transaction], a credit of [Amount] was posted to my account that was not authorized or expected. The details of the transaction are as follows:

- Transaction ID: [Transaction ID]
- Date of Transaction: [Date]
- Amount Credited: [Amount]

I kindly request that you investigate this matter and provide an explanation for this credit. If the transaction is indeed an error, I would appreciate guidance on the next steps to rectify the situation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]