

# Request for Reversal of Unauthorized Payment

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the reversal of an unauthorized payment that was deducted from my account on [Date of Transaction]. The payment was for [Amount] and is associated with [Description of Transaction or Reference Number].

I did not authorize this transaction, and I believe it was processed in error. I kindly ask you to investigate this matter and initiate the reversal process as soon as possible. I have attached supporting documents, including [mention any documents such as bank statements or transaction details].

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

Sincerely,

[Your Name]