

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Demand for Correction of Erroneous Bank Charge

Dear Sir/Madam,

I am writing to formally request the correction of an erroneous charge that was applied to my account ([Your Account Number]) on [Date of Charge]. The charge in question is [Description of Charge], which I believe is incorrect due to [brief explanation of the reason you believe it is erroneous].

Attached to this letter are copies of the relevant documents, including bank statements and any other supporting information pertinent to this matter.

In accordance with my rights as a customer, I kindly request a thorough review of this charge and its proper correction at your earliest convenience. Please confirm the receipt of this letter and provide me with an update on the status of my request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]