

Subject: Urgent: Incorrect Payment Processing Issue

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue regarding a payment that was processed incorrectly on [Date of Transaction]. The transaction reference number is [Transaction Number].

Details of the issue include:

- Amount Charged: [Amount]
- Expected Amount: [Expected Amount]
- Payment Method: [Payment Method]

Upon review, it appears that the funds have been debited incorrectly. I kindly request your immediate attention to investigate this matter and rectify the payment discrepancy.

Please let me know if you require any further information to assist in resolving this issue. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]