

Financial Rectification Request

[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 hope this message finds you well. I am writing to formally request a rectification regarding a mistaken charge on my account. On [date of transaction], I noticed an erroneous charge of [amount] listed under [transaction detail or description].

Upon reviewing my account statements, I believe this charge was made in error, as I did not authorize this transaction. I kindly request that you investigate this matter and rectify my account accordingly.

For your reference, I have attached a copy of my account statement highlighting the disputed charge and any relevant documentation to support my claim.

Please let me know if you require any further information to expedite the resolution of this issue. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]