

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to inquire about an erroneous payment that has appeared in my account. On [date of payment], I noticed a transaction of [amount] that does not correspond with my records.

Upon reviewing my account, I believe this payment was made in error. I would appreciate your assistance in resolving this matter and confirming whether the payment can be reversed or corrected.

Please find attached the relevant documents for your reference.

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

Sincerely,

Your Name