

Subject: Clarification Request for Transaction Mistake

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Bank Name]

[Company/Bank Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding a recent transaction that appears to contain a mistake. On [insert transaction date], I noticed that the transaction with reference number [insert transaction reference number] does not match my records.

The details of the transaction are as follows:

- **Transaction Amount:** [insert amount]
- **Account Number:** [insert account number]
- **Date of Transaction:** [insert date]

I would appreciate it if you could investigate this matter and provide clarification at your earliest convenience. If necessary, I am happy to provide any additional information required to expedite your investigation.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]