

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to a transaction that occurred on [date of transaction]. The transaction number is [transaction number], and it was for [amount or description of transaction].

Upon reviewing my account statement, I noticed that [describe the issue briefly, e.g., the amount charged was incorrect, or there was a duplicate charge]. I believe this may have been an error, and I kindly request your assistance in rectifying it.

Attached are the relevant documents, including [mention any attached documents, such as a receipt or statement], that support my request.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]