

# Notice of Incorrect Transaction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an incorrect transaction that was processed on your account on [Insert Transaction Date]. The details of the transaction are as follows:

**Transaction ID:** [Insert Transaction ID]

**Amount:** [Insert Amount]

**Description:** [Insert Description]

Upon review, we found that this transaction was processed incorrectly due to [brief explanation of the error]. We apologize for any inconvenience this may have caused.

To rectify this issue, we will [insert action to be taken, e.g., reverse the transaction, issue a refund, etc.]. You can expect this to be resolved by [insert expected resolution date].

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]