

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to urgently inquire about a recent transaction correction that needs to be addressed. On [date of transaction], I completed a transaction for [transaction details], but I have noticed an error that requires immediate attention.

The transaction reference number is [reference number], and the amount charged was [incorrect amount]. I believe this was a mistake, as the correct amount should be [correct amount].

Given the urgency of this matter, I would appreciate it if you could expedite the correction process and confirm any necessary steps I need to take. Please let me know the anticipated timeline for resolving this issue.

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

Sincerely,

Your Name