

Correction Inquiry for Financial Transactions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company/Bank Name]

[Company/Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about a recent financial transaction discrepancy that has come to my attention. On [Date of Transaction], I noticed that a transaction with reference number [Transaction Reference Number] appears to be incorrect.

The details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Description: [Insert Description]

I would appreciate it if you could investigate this matter and provide me with clarification regarding the correction of this transaction. Feel free to reach me at [Your Phone Number] or [Your Email Address] for any further information required.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]