

Erroneous Transaction Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To,

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Report of Erroneous Transaction

Dear [Bank Manager's Name],

I am writing to formally report an erroneous transaction that occurred on my account ([Your Account Number]) on [Transaction Date]. The details of the transaction are as follows:

- Transaction Amount: [Amount]
- Transaction ID: [Transaction ID]
- Date of Transaction: [Transaction Date]
- Description: [Description of the Transaction]

I did not authorize this transaction, and I kindly request that you investigate this matter at your earliest convenience. Please find attached any relevant documents that support my claim.

Thank you for your prompt attention to this issue. I look forward to your reply.

Sincerely,

[Your Name]