

Electronic Funds Transfer Cancellation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Bank or Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name or Customer Service],

I am writing to inquire about the cancellation of an electronic funds transfer that I initiated on [Insert Date of Transfer]. The details of the transaction are as follows:

- Amount: [Insert Amount]
- Transfer Reference Number: [Insert Reference Number]
- Date of Transfer: [Insert Date]
- Recipient's Name: [Insert Recipient's Name]
- Recipient's Account Number: [Insert Account Number]

Due to [reason for cancellation], I would like to request the cancellation of this transfer. Please let me know the necessary steps I should take to proceed with the cancellation and if there are any fees associated with this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]