

# Electronic Funds Transfer Error Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Electronic Funds Transfer Error Report

Dear [Recipient Name],

I am writing to report an error encountered during the electronic funds transfer (EFT) process. Below are the details of the issue:

## Error Details:

**Transaction ID:** [Transaction ID]

**Date of Transaction:** [Transaction Date]

**Amount:** [Transaction Amount]

**Error Description:** [Brief Description of the Error]

## Request for Resolution:

We kindly ask that you look into this matter at your earliest convenience. If further information is required to assist in the resolution, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]