

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Notification of Transaction Error - Account Number: [Your Account Number]**

Dear Branch Manager,

I am writing to report an error regarding a transaction conducted at your branch on [Date of Visit] at approximately [Time].

The transaction was handled by teller [Teller Name or Window Number, if known]. During this visit, I intended to [describe intended action, e.g., deposit \$500 in cash]. However, upon reviewing my receipt and account statement, I noticed that [describe the error, e.g., only \$50 was credited to my account / a withdrawal was processed instead of a deposit].

Transaction Details:

- Date: [Date]
- Transaction Reference Number: [Number from receipt]
- Expected Amount: \$[Amount]
- Actual Amount Processed: \$[Amount]

I have attached a copy of the transaction receipt for your reference. I request that you investigate this discrepancy and adjust my account balance to reflect the correct amount as soon as possible.

Please notify me once the correction has been made. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]