

DATE: [Insert Date]

TO:

[Recipient Bank Name]
[Department Name, e.g., Cash Management/Funds Transfer]
[Bank Address]
[City, State, Zip Code]

FROM:

[Sending Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

SUBJECT: URGENT DEMAND FOR REVERSAL OF MISTAKEN INSTITUTIONAL CREDIT

Dear Sir/Madam,

We are writing to formally notify you of a clerical error regarding a credit transfer initiated by [Sending Bank Name] to an account held at your institution.

TRANSACTION DETAILS:

- **Transaction Date:** [Insert Date]
- **Transaction Reference/UTR Number:** [Insert Number]
- **Amount:** [Insert Currency and Amount]
- **Originating Account Number:** [Insert Account Number]
- **Beneficiary Account Number:** [Insert Account Number]
- **Beneficiary Name:** [Insert Name]

REASON FOR DEMAND:

The aforementioned credit was processed in error due to [Insert Reason: e.g., duplicate processing / incorrect account entry / system glitch]. This transfer does not represent a valid debt or obligation and was dispatched without proper authorization or intent.

REQUESTED ACTION:

Pursuant to banking industry protocols and inter-bank indemnity standards, we hereby demand the immediate reversal of these funds. Please return the full amount of [Insert Amount] to the following account:

- **Bank Name:** [Sending Bank Name]
- **SWIFT/BIC/Routing:** [Insert Code]
- **Account Number:** [Insert Settlement Account Number]

- **Reference for Return:** REVERSAL OF [Insert Original Reference]

We request that you place an administrative hold on the disputed funds immediately to prevent withdrawal or further transfer by the beneficiary. We provide our full indemnity to [Recipient Bank Name] for any claims or losses arising directly from the execution of this reversal request.

Please acknowledge receipt of this demand and confirm when the funds have been remitted.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title/Position]

[Contact Phone Number]

[Email Address]