[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Department]
[Financial Institution/Company Name]
[Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR RETURN OF ERRONEOUS CLEARING HOUSE TRANSFER

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of funds erroneously transferred to your account via [ACH/Clearing House Network] on [Date of Transaction].

The details of the erroneous transaction are as follows:

- **Transaction Amount:** $[Amount]
- **Trace/Reference Number:** [Number]
- **Originating Bank:** [Bank Name]
- **Recipient Account Number:** [Last 4 digits of Account]

The aforementioned transfer was made in error due to [Briefly state reason: e.g., clerical error, duplicate entry, or incorrect account identifier]. Under applicable banking laws and clearing house operating rules, funds transferred in error must be returned to the originator upon notification.

Please arrange for the reversal of this transaction or issue a refund via wire transfer/check within [Number, e.g., 5] business days from the date of this letter.

Failure to return these funds promptly may result in further legal action to recover the principal amount, along with any applicable interest and legal fees. We would prefer to resolve this matter amicably and look forward to your immediate cooperation.

Please confirm receipt of this letter and provide notification once the transfer has been initiated.

Sincerely,

[Your Signature]

[Your Printed Name]