

Date: [Insert Date]

To:

[Recipient Name/Business Name]

[Recipient Address]

[City, State, Zip Code]

RE: URGENT - NOTICE OF MISDIRECTED ACH PAYMENT

Dear [Recipient Name],

We are writing to formally notify you of an ACH (Automated Clearing House) payment that was erroneously deposited into your bank account. Our records indicate that a settlement payment intended for another party was directed to your account in error.

Transaction Details:

- **Transaction Date:** [Insert Date]
- **Amount:** \$[Insert Amount]
- **Trace Number (if known):** [Insert Number]
- **Originating Account:** [Insert Account Name]

We kindly request that you review your records to confirm receipt of this misdirected credit. As these funds were distributed in error, we request your cooperation in returning the full amount of \$[Insert Amount] by [Insert Deadline Date, e.g., 5 business days].

Action Required:

Please contact us immediately at [Insert Phone Number] or [Insert Email Address] to coordinate the return of these funds. Alternatively, you may authorize your financial institution to reverse the transaction or issue a refund via [Insert Preferred Method, e.g., Wire or Check].

We appreciate your prompt attention to this matter and your integrity in resolving this administrative error.

Sincerely,

[Your Name/Department Name]

[Your Company Name]

[Your Phone Number]