

Date: [Insert Date]

TO: [Recipient Name/Account Holder Name]

ADDRESS: [Recipient Address]

ACCOUNT NUMBER: [Insert Account Number]

**RE: OFFICIAL NOTICE AND FORMAL DEMAND FOR RETURN OF
ERRONEOUSLY CREDITED FUNDS**

Dear [Recipient Name],

This letter serves as official notification that on [Date of Transaction], the amount of [Currency and Amount] was erroneously credited to your account referenced above. This transaction was the result of a [clerical error / system malfunction / processing mistake].

Our records indicate that you are not the intended recipient of these funds and have no legal entitlement to this credit. To date, these funds have not been returned.

FORMAL DEMAND IS HEREBY MADE for the immediate return of the full amount of [Currency and Amount] no later than [Insert Deadline Date].

Please facilitate the return of these funds via the following method:

- [Insert Return Method, e.g., Wire Transfer Details / Reversal Authorization]

Failure to comply with this demand or any attempt to withdraw, transfer, or spend these funds may result in further administrative or legal action to recover the debt, including but not limited to the reporting of this incident to relevant regulatory authorities.

If you have already initiated a reversal of this transaction, please disregard this notice and provide confirmation of the transfer to [Insert Contact Email/Phone].

Sincerely,

[Your Name/Signature]

[Your Title/Department]

[Organization Name]