

Date: [Insert Date]

To: [Recipient Bank Name]

Department: Fraud/Operations/Payments Department

Address: [Recipient Bank Address]

RE: URGENT NOTICE OF INCORRECT INTERBANK FUNDS TRANSFER AND DEMAND FOR RECALL

Dear Sir/Madam,

I am writing to formally notify you of an incorrect funds transfer sent to an account held at your institution and to demand an immediate reversal and recall of these funds.

The details of the transaction are as follows:

- **Sender Name:** [Your Name / Company Name]
- **Sending Bank:** [Your Bank Name]
- **Sending Account Number:** [Your Account Number]
- **Transaction Reference Number:** [Insert Reference/UTR Number]
- **Date of Transfer:** [Insert Date]
- **Amount:** [Insert Currency and Amount]
- **Recipient Name (as entered):** [Insert Name Used]
- **Recipient Account Number (Incorrect):** [Insert Account Number Funds Were Sent To]
- **Recipient Sort Code/IBAN/BIC:** [Insert Details]

Reason for Recall: [State reason, e.g., Error in account number / Incorrect recipient / Payment made under duress / Fraudulent inducement]

I have already notified my bank, [Your Bank Name], to initiate a formal recall request via the interbank communication system (Swift/MT103/Internal protocols). I am providing this direct notice to you to ensure that the funds are immediately frozen and prevented from being withdrawn or further transferred by the recipient.

Please acknowledge receipt of this letter and confirm that a "hold" has been placed on the specified funds pending the completion of the formal recall process.

Thank you for your urgent cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]