

**Date:** [Insert Date]

**To:**

[Recipient Bank Name]  
[ACH Department/Operations]  
[Address]  
[City, State, Zip Code]

**From:**

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

**RE: Notice of Erroneous ACH Retrieval and Demand for Indemnification**

Dear [Contact Name or ACH Department],

This letter serves as formal notice regarding an erroneous Automated Clearing House (ACH) funds retrieval involving the following transaction:

- **Transaction Date:** [Insert Date]
- **Transaction Amount:** \$[Insert Amount]
- **Trace Number:** [Insert Trace Number]
- **Originating Company Name:** [Insert Name]
- **Receiver Account Number:** [Insert Account Number]

The aforementioned retrieval was performed in error because [Reason: e.g., duplicate entry, incorrect amount, or unauthorized reversal]. As a result of this erroneous action, the account holder has suffered a loss of funds.

**Demand for Return of Funds**

We hereby demand the immediate return of the full amount of \$[Insert Amount] to the account specified above. Please credit these funds no later than [Insert Number] business days from the receipt of this letter.

**Indemnification**

Pursuant to National Automated Clearing House Association (NACHA) Operating Rules, [Your Name/Company Name] hereby agrees to indemnify, defend, and hold harmless [Recipient Bank Name] against any and all claims, liabilities, losses, or expenses (including reasonable attorney fees) resulting directly from your compliance with this request to reverse the erroneous entry and return the funds.

Please confirm receipt of this demand and provide a timeline for the restoration of funds. If you require further documentation or a signed Letter of Indemnity (LOI) on a specific bank form, please notify us immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Phone Number]