

URGENT DEMAND FOR RETURN OF FUNDS

Date: [Insert Date]

To: [Recipient Name/Financial Institution]

Address: [Recipient Address]

Attn: [Compliance Department / Operations Manager]

RE: Notice of Misdirected ACH CTX Payment

Dear [Recipient Name/Contact],

This letter serves as a formal demand for the immediate return of funds sent to your account in error via an Automated Clearing House (ACH) Corporate Trade Exchange (CTX) transaction.

The details of the transaction are as follows:

- **Sender Name:** [Your Company Name]
- **Sender Account Number:** [Your Account Number]
- **Recipient Account Number (Incorrect):** [Account Number where funds were sent]
- **Recipient Routing Number:** [Routing Number where funds were sent]
- **Transaction Date:** [Date of Transfer]
- **Amount:** \$[Dollar Amount]
- **Trace Number/Transaction ID:** [Insert Number]

The aforementioned funds were misdirected due to [briefly state reason, e.g., clerical error / incorrect account details]. As the intended recipient was not the owner of the account listed above, your organization is currently in possession of funds to which it has no legal claim.

We request that you initiate a return of these funds immediately. Please use the following details for the return transfer:

- **Bank Name:** [Your Bank Name]
- **Account Name:** [Your Account Name]
- **Routing Number:** [Your Routing Number]
- **Account Number:** [Your Account Number]

Failure to return these funds by [Insert Date/Deadline] may result in further legal action, including reporting this matter to the relevant financial regulatory authorities and seeking recovery through formal litigation.

Please confirm receipt of this letter and provide a timeline for the reversal of the transaction by contacting me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]