

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Formal Dispute of Wire Transfer - Reference #[Transaction Reference Number]

Dear Customer Service Department,

I am writing to formally dispute a wire transfer that was processed from my account on [Date of Transaction] in the amount of \$[Amount].

Transaction Details:

- Account Number: [Your Account Number]
- Transaction Reference Number: [Reference Number]
- Recipient Name: [Name of Recipient]
- Recipient Bank: [Recipient Bank Name]

Reason for Dispute:

[Insert reason here: e.g., The transfer was unauthorized, the amount was incorrect, or the transfer was made as a result of a fraudulent request.]

I am requesting that you investigate this matter immediately. I ask that the funds be returned to my account and that a confirmation of the investigation's progress be sent to me in writing.

Attached are copies of [List any supporting documents, e.g., police report, screenshots, or receipts] regarding this transaction.

Please contact me at your earliest convenience to discuss the status of this dispute. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]