

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

[Date]

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

Subject: Urgent Request for Wire Transfer Reversal - Transaction ID: [Transaction Number]

To the Wire Transfer Department,

I am writing to formally request a reversal and recall of a wire transfer initiated from my account on [Date of Transaction] at [Time].

Transaction Details:

- **Sender Account Name:** [Your Name/Business Name]
- **Sender Account Number:** [Your Account Number]
- **Recipient Name:** [Recipient Name]
- **Recipient Account Number:** [Recipient Account Number]
- **Recipient Routing/SWIFT Number:** [Routing/SWIFT Number]
- **Transaction Amount:** [Currency and Amount]
- **Transaction Reference/ID:** [Transaction ID Number]

Reason for Reversal:

[State reason clearly, e.g., Sent to incorrect recipient / Fraudulent transaction / Duplicate payment / Incorrect amount]

I authorize [Bank Name] to contact the receiving financial institution immediately to request a return of these funds. I understand that a reversal depends on the cooperation of the receiving bank and the availability of funds in the recipient's account.

Please notify me as soon as possible regarding the status of this request. Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]