

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

[Date]

[Bank Name]  
[Department Name, e.g., Wire Transfer Department / Customer Relations]  
[Bank Address]

**RE: Formal Grievance - Erroneous Wire Transfer Processing**

Dear [Manager Name or Customer Service Department],

I am writing to file a formal grievance regarding a wire transfer initiated from my account, [Account Number], on [Date of Transaction] in the amount of [Amount].

This transfer was processed erroneously due to the following reason:

[Insert reason: e.g., Incorrect recipient, incorrect amount, double processing, or failure to execute despite sufficient funds].

**Transaction Details:**

Reference Number: [Reference Number]  
Recipient Name: [Recipient Name]  
Recipient Account/IBAN: [Recipient Account Number]

Despite my previous attempts to resolve this via [Phone/Email] on [Date of Contact], the issue remains unresolved. This error has caused significant [financial loss/inconvenience], and I request that the bank takes immediate action to:

- Trace and recall the funds immediately.
- Credit the full amount back to my account.
- Reimburse any wire transfer fees or overdraft charges incurred due to this error.

Please provide a written confirmation of the steps being taken to rectify this matter within [Number of Days, e.g., 3] business days. Attached are copies of the original transfer request and relevant correspondence.

I look forward to your prompt response and a swift resolution.

Sincerely,

[Your Signature]

[Your Printed Name]