

[Company Name]  
[Department Name]  
[Street Address]  
[City, State, Zip Code]

[Date]

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

**Subject: Confirmation of Electronic Funds Transfer (EFT) Error Correction**

Dear [Customer Name],

We are writing to formally confirm that we have completed our investigation regarding the Electronic Funds Transfer error you reported on [Date of Report] concerning your account ending in [Last 4 Digits of Account].

Our records indicate that an error did occur. As a result, we have taken the following actions to correct your account:

- **Transaction Date:** [Original Transaction Date]
- **Transaction Description:** [Description of Error]
- **Correction Amount:** [Amount Credited/Debited]
- **Date of Correction:** [Date Action Was Taken]

We have also reversed any fees or interest charges that were applied to your account as a direct result of this error. Please review your most recent statement to verify these adjustments.

We apologize for any inconvenience this may have caused. If you have any further questions or require additional documentation regarding this correction, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]  
[Title]  
[Company Name]