

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Financial Institution Name]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

Re: Notice of Error - Incorrect Electronic Funds Transfer Amount

Dear Customer Service Department,

I am writing to formally notify you of an error regarding an electronic funds transfer (EFT) involving my account. The amount processed does not match the authorized or expected transaction amount.

The details of the transaction are as follows:

- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of Transaction]
- **Transaction Description:** [e.g., Merchant Name or Transfer Type]
- **Amount Charged/Transferred:** [Incorrect Amount]
- **Correct Amount Should Be:** [Correct Amount]
- **Disputed Difference:** [Amount of Difference]

I have attached copies of [mention supporting documents, e.g., receipts, invoices, or screenshots] which confirm the correct amount that should have been processed.

I request that you investigate this discrepancy and credit/debit my account for the difference of [Amount of Difference] to correct this error. Please notify me in writing once the investigation is complete and the correction has been made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]