

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

[Financial Institution Name]
[Billing Inquiries Department]
[Institution Address]

Subject: Notice of Electronic Funds Transfer Error

Dear Customer Service Department,

I am writing to report an error regarding an electronic funds transfer involving my account, number [Your Account Number].

I believe there is an error because: [Description of the error, e.g., an unauthorized withdrawal, an incorrect amount, or a duplicate transaction].

The details of the transaction(s) in question are as follows:

- **Date of Transaction:** [Date]
- **Transaction Amount:** \$[Amount]
- **Transaction Description:** [Merchant Name or Transaction Type]

I am requesting that you investigate this matter and correct the error as soon as possible. Please credit my account for any missing funds and associated fees incurred due to this error.

Attached are copies of [mention any documents like receipts or statements] that support my claim.

I look forward to your response and a resolution to this matter within the timeframe required by law.

Sincerely,

[Your Signature]
[Your Printed Name]