

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

[Date]

[Bank or Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Error Regarding Automatic Withdrawal

Dear Customer Service Department,

I am writing to formally notify you of an error regarding an automatic withdrawal from my account. Below are the details of the transaction in question:

- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of Withdrawal]
- **Transaction Amount:** \$[Amount Charged]
- **Reference Number:** [Transaction ID/Reference Number, if available]

The error occurred because: [Briefly describe the error, e.g., the amount was incorrect, the withdrawal was unauthorized, or the payment was processed twice].

I request that you investigate this matter and correct the error by [mention desired action, e.g., refunding the overcharged amount or reversing the transaction] to my account immediately. Please also ensure that any associated late fees or overdraft charges resulting from this error are waived or reimbursed.

Attached are copies of [mention supporting documents, e.g., bank statements or receipts] confirming this discrepancy.

Please provide a written confirmation once the correction has been processed. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]