

Account Adjustment Letter for Wrong Account Transfer by Bank

An **account adjustment letter for wrong account transfer** is a formal communication sent to a bank to request correction of an erroneous transaction where funds were mistakenly transferred to the wrong account. This letter typically includes details such as the incorrect transaction date, amount, the sender and recipient account numbers, and a clear request for reversal or correction of the transfer.

Letter Template

Subject: Request for Account Adjustment due to Wrong Transfer

Date: [Date of Letter]

To,
The Branch Manager,
[Bank Name],
[Branch Address]

Respected Sir/Madam,

I am writing to bring to your attention an erroneous transaction from my bank account. Details of the transaction are as follows:

- **Account Holder's Name:** [Your Name]
- **Account Number (Sender):** [Your Account Number]
- **Account Number (Wrong Recipient):** [Wrong Recipient Account Number]
- **Transaction Amount:** [Amount]
- **Transaction Date:** [Transaction Date]
- **Transaction Reference No.:** [Reference Number, if available]

Due to an oversight/error, the above-mentioned amount was incorrectly credited to the wrong account number. I kindly request you to initiate the necessary procedures to reverse this transaction and credit the amount back to my account at the earliest.

I have attached proof of transaction and any supporting documents for your reference. Kindly acknowledge receipt of this letter and keep me informed about the progress of my request.

Thank you for your prompt attention to this matter.

Yours sincerely,
[Your Name]
[Contact Number]
[Email Address]

Sample Account Adjustment Letter

Subject: Request for Reversal of Wrong Fund Transfer

Date: March 11, 2024

To,
The Branch Manager,
ABC Bank,
Main Street Branch,
123 Main Street, City XY123

Respected Sir/Madam,

I am writing to inform you of a mistaken fund transfer of **\$500** made on **March 10, 2024**, from my account number **123456789** to account number **987654321**. Kindly initiate the necessary adjustment to rectify this error at your earliest convenience.

Kindly find attached the transaction receipt as proof. I request your prompt assistance in reversing the transaction and crediting the amount back to my account.

Thank you for your cooperation.

Yours faithfully,
John Smith
555-234-5678
john.smith@email.com