

Account Adjustment Letter for Double Debit Bank Error

An **account adjustment letter for double debit bank error** is a formal communication sent to a bank to address and rectify an instance where a customer's account has been mistakenly debited twice for the same transaction. This letter clearly states the error, provides transaction details such as dates and amounts, and requests the correction and refund of the duplicated amount.

Letter Template

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
To  
The Branch Manager  
[Bank Name]  
[Branch Address]  
[City, State ZIP Code]  
Subject: Request for Account Adjustment â€” Double Debit Error  
Dear Sir/Madam,  
I am writing to bring to your attention a double debit transaction error on my account [Account Number: XXXX-XXXX-XXXX]. On [date of transaction], two identical debits were made :  
The details of the duplicated transaction are as follows:  
- Date of transaction: [MM/DD/YYYY]  
- Amount: \$[amount]  
- Reference/Transaction ID: [Reference if available]  
Please find the attached copies of my bank statement highlighting the duplicate charges. I kindly request that you investigate this issue and initiate a prompt reversal of the dup  
I appreciate your immediate attention to this matter and request confirmation once the adjustment has been made.  
Thank you for your cooperation.  
Sincerely,  
[Your Name]

Example

John Smith  
123 Main Street  
Anytown, NY 12345  
john.smith@email.com  
(555) 123-4567  
June 15, 2024  
To  
The Branch Manager  
ABC Bank  
456 Elm Avenue  
Anytown, NY 12345  
Subject: Request for Account Adjustment â€” Double Debit Error  
Dear Sir/Madam,  
I am writing to notify you of an error regarding a double debit on my savings account (Account Number: 1234-5678-9101). On June 12, 2024, my account was debited twice for a utiliti  
The details are as follows:  
- Transaction date: 06/12/2024  
- Amount: \$100.00 (debited twice)  
- Reference IDs: 7894561 and 7894562  
Kindly find attached a copy of my recent bank statement highlighting the erroneous duplicate debits. I request that you investigate and reverse one of the \$100.00 charges as soon  
Thank you for your prompt assistance.  
Sincerely,  
John Smith