

Formal/Refund Request Email

Subject: Request for Wire Transfer Refund

Dear [Bank Officer's Name],

I am writing to request a refund for a wire transfer of [Amount] sent to [Beneficiary Name/Account Number] on [Date], which has not been received or processed correctly.

Please initiate the refund process and provide me with confirmation at the earliest. I have attached all relevant transaction details for your reference.

Thank you for your assistance.

Best regards,

[Your Name]

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