

# Retirement Fund Statement Correction Request

Date: [Insert Date]

To,

Customer Service Department  
[Retirement Fund Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Customer Service Representative's Name],

I am writing to formally request a correction to the retirement fund statement that I received on [Insert Date of Statement]. Upon reviewing the statement, I noticed the following discrepancies:

- [Specify the error or discrepancy 1]
- [Specify the error or discrepancy 2]
- [Specify the error or discrepancy 3]

These discrepancies may affect my retirement planning, and I would greatly appreciate your assistance in rectifying these errors as soon as possible. Please find attached any documentation supporting my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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