

Account Statement Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Bank Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a correction to my account statement for [Account Number or Other Identifier] for the period of [Insert Period]. I have noticed discrepancies in the transactions listed, specifically [briefly describe the discrepancies].

I kindly ask that you review my account statement and correct any inaccuracies. Please find attached any relevant documents that support my request.

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

Sincerely,

[Your Name]