

Inquiry Regarding Account Information Adjustment

Date: **[Insert Date]**

To: **[Recipient Name]**
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a potential adjustment to my account information associated with **Account Number: [Your Account Number]**.

Upon reviewing my account statements, I noticed some discrepancies that may require your attention. Specifically, **[Briefly describe the discrepancies or adjustments needed]**.

Could you please provide me with the necessary steps to resolve this issue? I would appreciate any assistance you can offer in ensuring my account information is accurate.

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

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