

Account Statement Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an adjustment to my account statement for the period of [Insert Period].

Upon reviewing my records, I noticed discrepancies that need clarification:

- [Describe discrepancy 1]
- [Describe discrepancy 2]
- [Describe discrepancy 3]

I kindly ask that you review my account and make the necessary adjustments. Enclosed are copies of relevant documents to support my request.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]