

# Correction Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Correction Notice for Misclassified Checking Account

Dear [Recipient's Name],

I am writing to bring to your attention an error regarding the classification of my checking account with account number [Insert Account Number]. It has come to my notice that the account has been misclassified as [Insert Incorrect Classification] instead of the correct classification, which should be [Insert Correct Classification].

I would appreciate it if you could review this matter and correct the classification at your earliest convenience. This misclassification has affected [mention any impact, e.g., fees, terms], and timely resolution would be greatly beneficial.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]