

To Whom It May Concern,

I am writing to formally submit the necessary documentation for the rectification of an account type error associated with my account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Date of Error: [Date when the error was noticed]

It has come to my attention that my account has been incorrectly categorized as [Incorrect Account Type]. I believe that my account should be classified as [Correct Account Type]. This misclassification has caused various issues that I am seeking to rectify.

Enclosed with this letter are copies of the following documents for your review:

- [Document 1]
- [Document 2]
- [Document 3]

Please let me know if any additional information or documentation is required to facilitate this process. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]