

Inquiry Letter for Wrong Account Type Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inquire about an issue I have encountered regarding my savings account at [Savings Institution Name]. Upon reviewing my account details, I noticed that my account type is listed as [Incorrect Account Type] instead of the intended [Correct Account Type].

My account number is [Account Number], and I believe this discrepancy may be an oversight. I kindly request your assistance in resolving this matter at your earliest convenience.

Please let me know if you require any further information or documentation to facilitate this correction. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]