

# Account Status Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to my account status associated with account number [Insert Account Number].

It has come to my attention that my account is currently listed as [Current Status], which is incorrect. The accurate status should be [Correct Status]. I believe this error may have occurred due to [brief explanation of the reason, if applicable].

I kindly ask that you review my account information at your earliest convenience and correct the status accordingly. I have attached any relevant documentation that supports my claim.

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

Sincerely,

[Your Name]