

Rectifying Account Status Discrepancy

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address a discrepancy that I have noticed regarding my account status with [Company Name] (Account Number: [Your Account Number]). Upon reviewing my account information, I have found that [briefly describe the discrepancy, e.g., "my current balance does not match my last statement," or "my payment history reflects incorrect transactions"].

I kindly request a review of my account to rectify this issue. Please find attached the relevant documents that support my claim, including [list any attached documents, e.g., "previous statements," "receipts," or "correspondence"].

Thank you for your attention to this matter. I appreciate your prompt assistance in resolving this discrepancy and look forward to your reply at your earliest convenience.

Sincerely,

[Your Name]