

# Request for Account Balance Adjustment

[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 hope this message finds you well. I am writing to formally request an adjustment of the balance on my account [Account Number] due to discrepancies that I have recently discovered.

After reviewing my account statements, I noticed that [briefly explain the issue, e.g., there are charges that I believe are incorrect or I have not received the expected credits]. I believe this adjustment is necessary to maintain accurate financial records.

Could you please assist me in reviewing this matter? I am happy to provide any additional information or documentation you may need to facilitate the review process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Name]