

Petition to Rectify Outdated Account Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a rectification of the outdated balance reflected on my account, [insert account number]. Upon reviewing my statements, I noticed discrepancies that do not accurately represent my transaction history.

Specifically, the balance shows [insert outdated balance] as of [insert date], which does not align with my records. According to my documentation, the correct balance should be [insert correct balance]. I have attached all relevant documents for your review.

I kindly ask that you investigate this matter and update my account accordingly. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]