

Bank Statement Reconciliation Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally dispute discrepancies found in my bank statement for the account number [Your Account Number] for the period of [Start Date] to [End Date].

After reconciling my records with the statements provided, I have identified the following discrepancies:

- Transaction date: [Transaction Date], Amount: [Disputed Amount], Description: [Transaction Description]
- Transaction date: [Transaction Date], Amount: [Disputed Amount], Description: [Transaction Description]

I kindly request that you investigate these discrepancies at your earliest convenience and provide clarification or corrections as necessary.

Attached are copies of my records and the bank statement highlighting the discrepancies in question.

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

Sincerely,

[Your Name]