

Account Discrepancy Complaint

Your Name: [Your Name]

Address: [Your Address]

City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Account Department
[Bank/Company Name]
[Bank/Company Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Account Manager"],

I am writing to formally complain about a discrepancy in my account [Your Account Number] that I noticed on [Date of Incident]. I have reviewed my statements and found an inconsistency that I believe requires your immediate attention.

The details of the discrepancy are as follows:

- Date of Transaction: [Date]
- Description: [Transaction Description]
- Amount: [Discrepancy Amount]
- Expected Amount: [Expected Amount]

I have attached copies of relevant statements and any additional documentation for your review. I kindly request that you investigate this matter promptly and provide a resolution as soon as possible.

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

Sincerely,

[Your Name]