

# Inquiry Regarding Account Information Inaccuracies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about some discrepancies I have noticed in my account information associated with [Account Number or ID].

After reviewing my recent statements, I found the following inaccuracies:

- [Description of Inaccuracy 1]
- [Description of Inaccuracy 2]
- [Description of Inaccuracy 3]

Could you please provide clarification regarding these issues? I would appreciate any assistance you can offer in resolving these inaccuracies.

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

Sincerely,

[Your Name]