

Request for Correction of Account Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to my account records. My name is [Your Name], and my account number is [Your Account Number]. I have noticed a discrepancy in my account records that I would like to bring to your attention.

The specific details regarding the error are as follows:

[Describe the error in detail]

I kindly request that you investigate this matter promptly and make the necessary corrections to my account records. I believe that resolving this issue is in the best interest of both parties.

If you require any additional information or documentation to assist in this process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]