

Notification of Statement Error

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Account Number: [Account Number]

Dear [Customer's Name],

We are writing to inform you that we have identified an error in your recent financial statement dated [Insert Statement Date]. We sincerely apologize for any inconvenience this may cause.

The error has been identified as follows:

- Type of Error: [Specify Error]
- Description: [Provide Description]
- Correct Amount: [Specify Correct Amount]

We are currently in the process of rectifying this error and will provide you with an updated statement reflecting the correct information by [Insert Date]. In the meantime, if you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]