

Account Balance Correction Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a correction that has been made to your account balance with us. Upon reviewing our records, we discovered a discrepancy regarding your account number [Insert Account Number].

Your previous balance was reported as [Previous Balance], but after a thorough audit, it has been corrected to [New Balance]. This change reflects [brief explanation of the cause of discrepancy, if applicable].

We apologize for any confusion this may have caused and appreciate your understanding in this matter. Should you have any questions, please feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this correction.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]