

Account Correction Inquiry

Date: [Insert Date]

To: [Account Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Account Manager's Name],

I am writing to inquire about an account correction for my account number [Insert Account Number]. I have recently noticed some discrepancies that I would like to bring to your attention.

Specifically, I believe there has been an error regarding [briefly describe the issue, e.g., missing payments, incorrect charges]. This has resulted in [mention any impact this has caused, e.g., incorrect balance, fees].

I kindly request that you review my account records and address this matter as soon as possible. Attached are any relevant documents that support my inquiry.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]