

Bank Account Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request an adjustment to my bank account (Account Number: [Your Account Number]).

On [Insert Date of Transaction], a transaction of [Amount] was recorded, which appears to be incorrect due to [brief explanation of the issue].

I kindly ask that you investigate this matter and make the necessary adjustments to my account. I have attached supporting documents for your reference.

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

Sincerely,

[Your Name]