

# Notification of Discrepancies in Bank Statements

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally notify you of discrepancies I have noticed in my recent bank statements associated with account number [Your Account Number]. Upon reviewing my statements for the period of [Start Date] to [End Date], I observed the following discrepancies:

- [Description of Discrepancy #1]
- [Description of Discrepancy #2]
- [Description of Discrepancy #3]

These discrepancies have raised concerns regarding the accuracy of my account records. I kindly request your assistance in investigating these issues and providing an explanation for the inconsistencies.

Please let me know if you require any further information or documentation to assist in resolving this matter. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]