

Account Number Discrepancy Report

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company/Organization Name]

[Insert Address]

Subject: Account Number Discrepancy

Dear [Insert Recipient's Name],

I am writing to formally report a discrepancy related to my account number. My details are as follows:

- Account Holder Name: [Insert Name]
- Account Number: [Insert Correct Account Number]
- Incorrect Account Number: [Insert Incorrect Account Number]
- Date of Discrepancy: [Insert Date]

Upon reviewing my recent statements, I noticed that the account number associated with my account does not match the correct number listed above. This discrepancy has caused confusion, and I kindly request your assistance in rectifying this matter at your earliest convenience.

Please let me know if you require any further information or documentation to resolve this issue.

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

Sincerely,

[Insert Your Name]

[Insert Your Address]

[Insert Your Contact Information]