

Account Number Rectification 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 formally request the rectification of my account number associated with my banking records. My current account number is [Incorrect Account Number], and it appears that there has been an error.

The correct account number should be [Correct Account Number]. I kindly ask you to investigate this matter and update your records accordingly.

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

Sincerely,

[Your Name]