

Request for Account Balance Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an adjustment to my account balance. My account number is [Your Account Number]. Upon reviewing my account statements, I have noticed discrepancies that I believe require rectification.

Specifically, [briefly explain the discrepancies or issues you have observed]. I kindly ask that you review my account and make the necessary adjustments at your earliest convenience.

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

Sincerely,

[Your Name]