

Rectification of Duplicate Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Recipient's Name]

[Company/Bank Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Rectification of Duplicate Account

Dear [Recipient's Name],

I am writing to bring to your attention the existence of a duplicate account under my name, [Your Full Name], with the account numbers [Account Number 1] and [Account Number 2]. I have discovered that both accounts were created and are currently active, which is causing confusion in my financial records.

I kindly request your assistance in rectifying this situation. Please let me know the necessary steps to close one of the duplicate accounts and ensure that all my information is centralized under a single account to avoid future discrepancies.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]