

# Bank Reconciliation Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request an adjustment to my bank account reconciliation for account number [Your Account Number]. During a recent review of my statements, I discovered discrepancies that I would like to address.

The specific discrepancies are as follows:

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

Could you please investigate these issues and provide any necessary adjustments to my account? I have attached copies of my bank statements and relevant documents for your reference.

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

Sincerely,

[Your Name]