

Debit Discrepancy Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally address a discrepancy I have noticed in my recent bank statement dated [Insert Statement Date]. Upon reviewing the transactions, I found an unexpected debit of [Insert Amount] on [Insert Transaction Date], labeled as [Insert Description].

After thorough investigation, I believe this charge to be inaccurate. The details are as follows:

- **Debit Amount:** [Insert Amount]
- **Date of Transaction:** [Insert Transaction Date]
- **Description:** [Insert Description]

I kindly request that you review this transaction and provide clarification. If this charge was made in error, I would appreciate your assistance in rectifying the situation promptly.

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

Sincerely,

[Your Name]