

Customer Account Transaction Revision

Date: [Insert Date]

To: [Customer Name]

Subject: Revision of Your Account Transactions

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a recent review of your account transactions associated with account number [Account Number]. During our routine audit, we identified some discrepancies that require clarification.

The transactions in question include:

- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]

We kindly ask you to review these transactions and provide any relevant documentation or information that may assist in resolving these discrepancies. Please send your responses to [Contact Email] or call us at [Contact Phone Number] by [Response Deadline].

Your prompt attention to this matter is greatly appreciated, and we thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]