

Account Data Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request an adjustment to my account data for account number [Insert Account Number]. Upon reviewing my account, I noticed discrepancies that require correction.

The specific adjustments needed are as follows:

- [Detail the first discrepancy and the correction needed]
- [Detail the second discrepancy and the correction needed]
- [Continue as needed]

Please find attached any relevant documents that support this request.

I appreciate your prompt attention to this matter, and I look forward to your response.

Thank you.

Sincerely,

[Your Name]