

Bank Reconciliation Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to request an adjustment regarding the recent bank reconciliation for my account [Account Number]. Upon reviewing my records, I noticed discrepancies that I believe need to be addressed.

The details of the discrepancies are as follows:

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

I kindly ask you to review the attached documentation and make the necessary adjustments to my account. If you need any further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]