

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review and rectification of certain discrepancies that I have identified in my financial records associated with my account [Account Number or Reference]. Upon reviewing my recent statements and transactions, I have noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

I believe these discrepancies may have occurred due to [possible reasons for discrepancies]. I kindly request your assistance in investigating these issues at your earliest convenience.

Please find attached any relevant documents that support my request, including [list of documents].

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]