

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a request for a financial correction regarding my account [Account Number or Reference].

Upon reviewing my financial statement dated [Date of Statement], I noticed some discrepancies that require correction. Specifically, [briefly explain the error and provide any relevant details].

To facilitate the correction process, I have attached copies of the necessary documents and evidence supporting my claim for your review.

I kindly request your prompt attention to this matter and a confirmation of the correction at your earliest convenience. Thank you for your help in resolving this issue.

Sincerely,

[Your Name]