

Account Statement Conflict Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy I have noticed in my account statement for [Account Number] dated [Statement Date].

Upon reviewing the statement, I found that [describe the specific conflict or error, e.g., an unauthorized transaction, incorrect charges, etc.]. The details are as follows:

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

I kindly request your assistance in resolving this matter. Please investigate this issue and provide me with a corrected statement as soon as possible. Additionally, I would appreciate any information regarding your dispute resolution process.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]