

Account Correction Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a correction that has been made to your account with us. It has come to our attention that there was an error in the following account details:

- **Account Number:** [Insert Account Number]
- **Previous Information:** [Insert Previous Information]
- **Corrected Information:** [Insert Corrected Information]

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter. Please feel free to contact us if you have any questions or need further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]