

# Account Balance Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally dispute the balance on my account [Your Account Number]. After reviewing my recent statements, I noticed discrepancies that do not align with my records.

Specifically, the balance as of [Insert Date] shows [Insert Discrepancy] which I believe is incorrect. I have attached relevant documents for your review.

Kindly investigate this matter and provide me with a corrected statement. I would appreciate your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]