

# Account Statement Discrepancy

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Bank Name]**

[Bank Address]

[City, State, ZIP Code]

Dear [Customer Service/Account Manager],

I am writing to bring to your attention a discrepancy I have noticed in my account statement for the period ending [date]. My account number is [Your Account Number].

Upon reviewing my statement, I found that the following transactions appear to be incorrect or unaccounted for:

- [Transaction Date & Description] - [Amount]
- [Transaction Date & Description] - [Amount]

I kindly request that you investigate this matter at your earliest convenience and provide clarification regarding these discrepancies. Please let me know if you require any additional information from my side to assist in resolving this issue.

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

Sincerely,

[Your Name]