

# Statement Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my recent statement dated [insert statement date] for account number [insert account number]. Upon reviewing the statement, I noticed some discrepancies that I would like to bring to your attention.

The specific items in question are:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

I kindly ask you to review these items and let me know if corrections need to be made. I would appreciate any documentation or details to help clarify the situation.

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

Sincerely,

[Your Name]