

Bank Account Reconciliation Statement

Date: [Insert Date]

To,

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Dispute Resolution for Account Reconciliation

Dear [Bank Manager's Name],

I am writing to formally request a reconciliation of my bank account, [Account Number], as there appear to be discrepancies that need to be resolved.

Here are the details:

- **Account Holder Name:** [Your Name]
- **Statement Period:** [Start Date] to [End Date]
- **Disputed Amount:** [Amount]
- **Transaction Reference:** [Transaction ID or Description]

Upon reviewing my account statements, I have noticed the following discrepancies:

1. [Detailed description of the discrepancy 1]
2. [Detailed description of the discrepancy 2]
3. [Detailed description of the discrepancy 3]

I kindly request that you investigate these issues and provide me with a detailed reconciliation statement to resolve this matter promptly.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]