

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Discrepancy in Bank Statement

Dear Customer Service,

I hope this letter finds you well. I am writing to bring to your attention a discrepancy I have noticed in my recent bank statement for the period of [statement period]. My account number is [account number].

Upon reviewing my statement, I observed the following discrepancies:

1. [Describe the specific discrepancy, including date, amount, and any other relevant details.]
2. [Describe any additional discrepancies, if applicable.]

I kindly request your assistance in investigating these matters and providing clarification or correction as necessary. Attachments of the relevant transactions are included for your reference.

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

Sincerely,
[Your Name]