

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

Subject: Request for Correction of Bank Statement

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request a correction on my bank statement dated [specific date] for account number [account number].

Upon reviewing my statement, I noticed an error regarding [briefly describe the error, e.g., a transaction amount, duplicate charge, missing deposit, etc.]. The details are as follows:

- Transaction Date: [date]
- Description: [transaction description]
- Incorrect Amount: [amount]
- Correct Amount: [amount]

I kindly ask that you review this matter and assist in making the necessary corrections. Attached are copies of relevant documents [if applicable, mention any attached documents].

I appreciate your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]