

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

Subject: Request for Account Detail Adjustment

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request an adjustment to my account details for my account number [Your Account Number].

Upon reviewing my statement, I noticed the following discrepancies:

[briefly describe the discrepancies or adjustments needed]. I believe these adjustments are necessary for accurate record-keeping and to ensure the integrity of my account.

I kindly ask you to look into this matter at your earliest convenience.

If you need any further information or documentation to facilitate this process, please do not hesitate to reach out to me.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]