

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

Customer Service

DBS Bank

[Bank's Address]
[City, State, ZIP Code]

Subject: Request for Correction of Bank Statement

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request a correction on my recent bank statement for my account number [Your Account Number], covering the period of [Statement Period].

Upon reviewing my statement, I noticed an error in [describe the error briefly, e.g., a transaction amount, date, or transaction type]. The correct information should be [provide the correct information].

I kindly request that you amend this error in your records and provide me with an updated statement reflecting the correction. I have attached any necessary documents to support my request.

Thank you for your attention to this matter. I appreciate your prompt assistance and look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]