

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

Customer Service

FNB Bank

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

Subject: Request for Resolution of Bank Statement Issue

Dear Customer Service,

I am writing to bring to your attention an issue I have encountered with my bank statement for the account number [Your Account Number]. I have noticed discrepancies in the statement dated [Statement Date], including [briefly describe the issues you are facing, e.g., incorrect transactions, missing transactions, etc.].

I kindly request your assistance in resolving this matter at your earliest convenience. Please let me know if you require any additional information from my side to facilitate the investigation.

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)]