

[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 Banking Error

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally address an error that I have encountered in my bank account, [Your Account Number], which I believe requires urgent attention.

On [date of the transaction], I noticed that [describe the error briefly, e.g., an incorrect charge, missing deposit, etc.]. The transaction in question is [provide details of the transaction or error, including amounts and dates].

I have attached [mention any documents you are including, such as bank statements, receipts, etc.] to support my claim. I kindly request that you investigate this matter and correct the error at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]