

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[TTCU Name]
[Credit Union Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Statement Correction Request

I am writing to request a correction to my account statement dated [insert date of statement], for my account number [insert account number].

Upon reviewing the statement, I discovered the following discrepancy:
[Describe the error and the correct information clearly and concisely, including relevant amounts and dates].

I kindly ask that you review this matter and make the necessary corrections. I have attached copies of relevant documents to support my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]