

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Bank Statement Explanation

I hope this letter finds you well. I am writing to request clarification regarding my recent bank statement for the month of [Month, Year], account number [Your Account Number].

Upon reviewing the statement, I noticed the following discrepancies:

1. [Describe the first discrepancy clearly, including date, amount, and any reference number]

2. [Describe the second discrepancy, if applicable]

I believe these items require further investigation as they do not align with my records. I would appreciate your assistance in providing clear explanations for these transactions.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]