

[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 Bank Statement

Dear [Bank Manager's Name],

I am writing to request a correction to my bank statement for the account number [Your Account Number] for the period of [Specify Period].

Upon reviewing my bank statement dated [Date of Statement], I noticed the following discrepancies:

- [Describe the error clearly, e.g., incorrect transaction amount, missing transaction, etc.]

- [Additional points if necessary]

I would appreciate it if you could investigate this matter and provide me with a corrected statement at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number or Email] if you require further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]