

Adjustment Letter for Bank Account Discrepancy in Closing Balance

Date: [Insert Date]

To,
The Branch Manager
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Discrepancy in Closing Balance – Request for Adjustment

Dear Sir/Madam,

I am writing to bring to your attention a discrepancy that I have identified in the closing balance of my bank account maintained at your branch. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Current]

Upon reviewing my account statement dated [Statement Date], I noticed a difference between the closing balance as per the bank's records and my own accounting. According to my records, the closing balance should be **[Your Closing Balance]**, whereas the statement issued by the bank shows **[Bank's Closing Balance]**.

For your reference, I am enclosing copies of my transaction records and supporting documents highlighting the entries in question. I kindly request your team to thoroughly review the transactions for the aforementioned period and provide clarification regarding the discrepancy.

If any error is found, I request that necessary adjustments be made to correct the account balance at the earliest possible date. I trust you will look into this matter promptly and keep me informed of any updates regarding the status of my account review.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if further information or clarification is required.

Thank you for your prompt attention to this matter.

Yours sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]