

Account Adjustment Letter for Duplicate Transaction Error

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

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

Subject: Request for Account Adjustment Due to Duplicate Transaction Error

Dear Sir/Madam,

I am writing to bring to your attention a duplicate transaction that has occurred in my bank account, and to kindly request an immediate correction.

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Branch: [Branch Name/Code]

On [Transaction Date], I noticed that a transaction of [Amount] with reference number [Reference Number] appeared twice on my statement. The details of the duplicate transactions are as follows:

- **Transaction 1:** [Transaction Details - Date, Amount, Reference Number]
- **Transaction 2:** [Transaction Details - Date, Amount, Reference Number]

This duplicate entry has resulted in an extra debit from my account. I kindly request that you investigate this matter and reverse the extra charge at the earliest to maintain the accuracy of my account records.

Attached are copies of my relevant bank statement highlighting the duplicate transaction for your reference. Please let me know if you require any further information.

I trust you will treat this matter with priority, and I look forward to your prompt response and resolution.

Thank you for your attention.

Yours faithfully,
[Your Name]