

An account adjustment letter for missing credits in a bank statement example

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

[Bank Name]  
[Branch Name or Address]  
[City, State, ZIP Code]

**Subject: Request for Account Adjustment for Missing Credits**

Dear [Bank Manager's Name],

I am writing to bring to your attention a discrepancy I have noticed in my recent bank statement for account number [Your Account Number]. Upon reviewing the statement dated [Statement Date], I found that the following credits are missing from my account record:

- Date of Credit: [Date 1] â€“ Amount: \$[Amount 1] â€“ Reference: [Reference/Transaction ID]
- Date of Credit: [Date 2] â€“ Amount: \$[Amount 2] â€“ Reference: [Reference/Transaction ID]

I have attached copies of the relevant deposit slips and/or transaction receipts as evidence of these transactions. Kindly investigate this matter and make the necessary adjustment to my account at the earliest convenience. If you require any additional information or documentation to process my request, please let me know.

I appreciate your prompt attention to this matter and look forward to your confirmation once the adjustment has been made.

Thank you for your cooperation.

Sincerely,  
[Your Name]