

# Sample Account Adjustment Letter for Unauthorized Withdrawal (Bank Error)

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

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

**Subject:** Request for Account Adjustment Due to Unauthorized Withdrawal (Bank Error)

Dear [Bank Manager's Name],

I am writing to bring to your attention an unauthorized withdrawal transaction on my account, which appears to be the result of a bank error. The details of the transaction are as follows:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Transaction Date:** [Transaction Date]
- **Transaction Amount:** \$[Amount]
- **Transaction Description/Reference:** [Description or Reference Number]

I did not authorize this withdrawal and have verified with any joint account holders and authorized users, confirming that this transaction was not made or approved by any of us. I kindly request your immediate investigation into this matter and correction of my account balance by reversing the unauthorized transaction.

For your reference, I have attached relevant supporting documents, including my bank statement highlighting the transaction in question, as well as any additional correspondence pertinent to this issue.

I would appreciate written confirmation of your receipt of this letter and an update regarding the outcome of your investigation at your earliest convenience. Please let me know if further information or documentation is required to resolve this matter promptly.

Thank you for your prompt attention to this issue.

Sincerely,  
[Your Signature (if mailing a hard copy)]  
[Your Printed Name]

---

*This is a template for informational purposes. Customize bolded sections with your personal and account details, and attach any relevant documentation when submitting your letter.*