

# Sample Adjustment Letter for Bank Payment Processing Error

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

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

Subject: Request for Adjustment Due to Payment Processing Error – [Transaction Reference/Account Number]

Dear [Bank Manager/Officer's Name],

I am writing to formally bring to your attention a payment processing error that occurred on my account (Account Number: **[Your Account Number]**), involving a transaction dated **[Transaction Date]** in the amount of **[Transaction Amount]**.

Upon reviewing my account statement, I noticed the following issue:

[Briefly describe the error, e.g., "A payment I made to [Recipient Name] was deducted twice from my account," or "A scheduled transfer was not processed, resulting in a late payment."]

To assist with your investigation and timely resolution, please find below the relevant transaction details:

- **Transaction Date:** [Transaction Date]
- **Transaction Amount:** [Transaction Amount]
- **Reference/Transaction ID:** [Reference or Transaction ID]
- **Recipient:** [Recipient Name/Account]

I kindly request that you review this matter at your earliest convenience and initiate the necessary adjustment to rectify the error. Additionally, I would appreciate written confirmation once the correction has been made. Please let me know if you require any further information or documentation to assist with your investigation.

Thank you for your prompt attention to this matter. I trust it will be resolved swiftly and with minimal inconvenience.

Sincerely,  
[Your Name]