

Adjustment Letter for Account Statement Discrepancy Reconciliation

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Subject: Adjustment for Account Statement Discrepancy

Dear [Recipient Name],

I am writing to bring to your attention a discrepancy identified in the account statement for [specify the relevant period or statement number], associated with account number [insert account number]. Upon reviewing the statement dated [insert statement date], we noticed certain inconsistencies which require prompt reconciliation and adjustment.

Description of Discrepancy:

[Clearly describe the nature of the discrepancy, e.g., incorrect transaction amounts, missing entries, or duplicate charges. Include details such as transaction date, reference number, and amounts involved for clarity.]

Request for Adjustment:

Kindly review the above discrepancy at your earliest convenience and make the necessary corrections to ensure the accuracy of our financial records. Please provide a revised statement reflecting the adjustments or confirm the actions taken to resolve this issue.

Enclosed are copies of the relevant documents (such as receipts, invoices, or previous correspondence) to assist in your review. If further information is required, please do not hesitate to contact me at [your phone number] or [your email address].

We appreciate your immediate attention to this matter and look forward to your confirmation of the adjustment.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]

[Contact Number]

[Email Address]