

Account Adjustment Letter for Incorrect Deposit

An **account adjustment letter for incorrect deposit** is a formal document used to notify a bank about a mistaken deposit into a customer's account. This letter requests the bank to investigate and correct the error to ensure the account balance reflects the accurate amount. A typical template for this letter includes the sender's contact information, account details, a clear description of the incorrect deposit, and a polite request for rectification. Such letters help maintain accurate financial records and prevent potential discrepancies or unauthorized use of funds.

Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
The Branch Manager
[Bank Name]
[Branch Address]
[City, State, ZIP Code]
Subject: Request for Account Adjustment Due to Incorrect Deposit
Dear Sir/Madam,
I am writing to formally bring to your attention an incorrect deposit of [amount] that was credited to my account ([Account Number: XXXXXXXX]) on [date of deposit]. Upon review, kindly investigate this matter at your earliest convenience and make the necessary corrections to ensure my account reflects the accurate balance.
Enclosed/attached are copies of my recent account statements and any relevant documentation for your reference.
I appreciate your prompt attention to this matter. Please contact me if you require further information.
Thank you for your assistance.
Sincerely,
[Your Name]