

Adjustment Letter Template: Correcting Account Statement Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position, if applicable]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Correction of Account Statement Errors

Dear [Recipient's Name],

I am writing to bring to your attention certain discrepancies I have noticed in my recent account statement dated [statement date], account number [account number]. After reviewing the statement, I have identified the following errors:

- **[Describe error 1]** – (e.g., Incorrect charge of \$XXX dated MM/DD/YYYY for [description])
- **[Describe error 2]** – (e.g., Payment of \$XXX made on MM/DD/YYYY not reflected in the balance)

Attached, please find copies of relevant documents supporting my claim, including receipts, previous statements, and any correspondence pertinent to this matter. I kindly request that you review the above items and correct the errors in my account statement at your earliest convenience.

Please confirm receipt of this letter and advise me of the steps being taken to resolve these issues. Thank you for your prompt attention to this matter. I look forward to your response and the timely correction of my account.

Sincerely,

[Your Name]