

Account Adjustment Letter for Incorrect Bank Transaction

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

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

Subject: Request for Account Adjustment of Incorrect Bank Transaction

Dear [Bank Manager's Name],

I am writing to formally bring to your attention an incorrect transaction that has appeared on my bank account statement. The details of the transaction are as follows:

- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of the Incorrect Transaction]
- **Transaction Amount:** [Incorrect Amount]
- **Transaction Description/Reference Number:** [Description/Ref Number]

Upon reviewing my recent statements, I noticed that the above-mentioned transaction was processed incorrectly. [Describe the error clearly. For example, "The amount debited is higher than the authorized sum" or "I did not authorize this transaction"].

I have attached copies of supporting documents, including my bank statement and any relevant receipts or communication, for your reference.

I kindly request you to investigate this matter at the earliest and make the necessary adjustment or reversal to my account. I trust in your prompt attention to this issue to maintain the accuracy of my banking records.

Please confirm receipt of this letter and notify me once the adjustment has been made or if any further information is required.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Signature, if submitting a hard copy]
[Your Printed Name]