

[Your Name]
[Your Position]
[Your Bank/Company Name]
[Bank/Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Recipient Name]
[Recipient Position, if any]
[Recipient Bank/Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Correction of Details in Bank Statement â€“ [Account Number/Reference]

Dear [Recipient Name],

We appreciate your ongoing relationship with **[Bank/Company Name]**. We are writing in response to your recent inquiry regarding discrepancies identified in your issued bank statement for the period **[Statement Period]**.

Upon thorough review, we have found the following error(s) in the previously provided bank statement:

- [Brief description of the error(s), e.g., "Incorrect transaction date on 12/04/2024"]
- [Brief description of the error(s), e.g., "Misstated deposit amount for transaction ID #####"]

We have attached the **corrected bank statement** for your records. The amendments are as follows:

1. [Corrected Detail 1, e.g., "Transaction date updated to 13/04/2024"]
2. [Corrected Detail 2, e.g., "Deposit amount corrected to \$1,250.00"]

We sincerely apologize for any inconvenience this may have caused. Please review the attached statement and let us know if further clarification is required.

Should you have any questions or require additional assistance, please contact us at [Phone Number] or [Email Address].

Thank you for your understanding and continued trust in **[Bank/Company Name]**.

Sincerely,
[Your Name]
[Your Position]
[Bank/Company Name]