

(Date of Letter)

(Name of Bank)

(Attn: Accounting Department)

(Street Address)

(City, State and Zip Code)

RE: Correction of Account Error

Dear Accounting Processor:

Recently, the undersigned received a monthly statement from your bank that reports deposits, other credits and debits from the account. A problem was noted in the recordation of the accounting process as reflected and reported to me. A copy of the statement is enclosed for your review. You will note that:

(description of the problem). This problem, as delineated above, was brought by phone to the attention of (name of individual) at your bank on the day of (month/year). As a result of that conversation, I felt it imperative that correspondence be directed to you relative to this particular problem. It is hereby requested that the problem be rectified immediately. I would most appreciate if your explanation of this matter be in writing to the undersigned at the address listed below. Your prompt assistance with this matter is most appreciated. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.