To,

[Name of Recipient]

[Designation of Recipient]

[Bank Name]

Date:

**Subject: Request Letter for Correction of Error in the Bank Statement**

Dear Sir/Madam,

I am writing this letter to request you to correct an error in the bank statement for the account number, [mention account number], issued by [mention Bank name] for the period of [mention the period]. In the statement, the following transactions have errors:

[details of erroneous transactions]

So I request you to please rectify these records and correct the above mentioned errors in the bank statement.

For any further details, make sure to contact me.

Kind Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]