

[Your Name]
[Your Address]
[Your Phone Number]
[Your Account Number]

[Date]

[Bank Name]
[Department Name, e.g., Customer Service or Fraud Department]
[Bank Address]
[City, State, Zip Code]

Subject: [Brief Description, e.g., Inquiry Regarding Account Error / Change of Information]

To Whom It May Concern,

I am writing to formally contact the [Department Name] regarding my account ending in [Last 4 Digits of Account].

[In this section, clearly state the reason for your letter. Provide specific details such as dates, transaction amounts, or specific questions you have.]

I have attached copies of the following documents to support my request:

- [Document 1]
- [Document 2]

Please review this information and provide a response or resolution by [Date]. You may contact me via phone at [Your Phone Number] or via email at [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]