

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

[Date]

[Recipient Name or Department]
[Financial Institution Name]
[Institution Address]
[City, State, Zip Code]

RE: Account Statement Validation for Account Number: [Your Account Number]

Dear [Recipient Name or Customer Service Team],

I am writing to formally request a validation of the account statement for the account mentioned above, covering the period from [Start Date] to [End Date].

Upon reviewing my recent statement, I have identified potential discrepancies regarding the following transactions:

- [Transaction Date] - [Description] - [Amount]
- [Transaction Date] - [Description] - [Amount]

I request that you provide a detailed breakdown of these transactions and verify that all charges, interest rates, and fees applied during this period are accurate and in accordance with my account agreement. Please provide documentation or a corrected statement confirming the validity of these entries.

Please investigate this matter and provide a written response within [Number of Days, e.g., 30] business days. If any errors are found, I expect them to be corrected immediately and for a revised statement to be issued.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]