

BANK ACCOUNT ERROR CORRECTION LETTER

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Introduction

This type of letter is written to a bank by the customer requesting for correcting errors in the passbook or account. It is usually addressed to the manager of the bank asking to rectify the errors at the earliest to avoid complications in the transactions.

Bank Account Error Correction Letter Tips

The following tips will help you to write a bank account error correction letter:

- As it is a formal letter, the letter should be clear, simple and precise.
- The information given for correction should be accurate.

Sample Bank Account Error Correction Letter

To

State Bank of India,

Main Branch,

Abids,

Hyderabad

Dear Sir,

I, the undersigned have an account (savings) in your branch with the account number XXXXXXXX. A couple of days ago, I had visited your bank for updating my passbook. After I came home I noticed that there are two mistakes in the passbook. I deposited a cheque last week on 24th September, 2013 and it is not yet reflecting in the passbook.

I had withdrawn an amount of Rs10,000/- from ATM on 25th September, 2013 and that amount is also not reflecting in the passbook.

Because of the above mentioned errors, the balance mentioned in my account is not accurate. I want to make a payment next week and for that I want to know the exact balance in my account.

I request you to update all my details in my account at the earliest. I have been a customer of your bank for the past ten years and I hope you will value the complaints and suggestions of your customers.

Thanking you,

Yours Sincerely,

Raman Srinivasan

Bank Account Error Correction Letter Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____,

I have a savings account in your bank with account no. _____. During my visit last week to the bank, I had requested to update my passbook. After I came home, I noticed that there are a couple of errors in the passbook,

I had given a request for change of address last month and expected that it will reflect in my passbook as well. But it is not shown.

I had presented a cheque to the bank on(mention date) and it is not yet updated in the account. I kindly request you to rectify these errors at the earliest so that there will not be confusion in the transactions.

I would also like to know the exact balance in my account as I have to make a payment next week.

I hope such kind of errors will not be repeated in the future.

Thanking you,

Yours Sincerely,

_____ (Your name)

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