

# **Disagreement Letter Concerning an Account**

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

Yesterday I received a letter telling my account statement. I thought that you might have sent this account statement by mistake. This is a big matter of concern for me and I want this matter to be solved as soon as possible. I hope that you will try to solve this issue at your earliest convenience. A good relationship is very important between us and I was thinking to refer my friends and family members to your bank. Kindly make corrections in the statement of my account and send me the correct one.

**[Your Name]**

[Senders Title] -Optional-