

Date

Name of bank  
Street address  
City, State, Zip Code

Re: Incorrect deposit in account **number**

Dear Sir or Madam:

I am a customer with **bank name**. My account is held in **your name** and is number **enter number again here**.

Upon checking my most recent statement, I discovered an error regarding funds I deposited. After reviewing my records, I am certain amount in question is incorrect.

Now tell your bank the mistake you have found. Below are two examples of possible deposit mistakes:

- I deposited \$200 in my account on July 24, 2003, and my statement shows a deposit of only \$20.
- I deposited \$200 in my account on July 24, 2003, but my statement shows no deposit for that date or the next business day. (You need to check your statement for transactions the following day, too, since the time of day that you make a deposit could affect when it is posted to your account.)

I have the receipt that I received from the teller when I made this deposit. A copy of that receipt, along with my statement that does not reflect this deposit, are enclosed for your review.

I appreciate your prompt attention to resolving this matter so that I have access to the money that I deposited on **date**.

If you have any questions, please don't hesitate to call me at **your daytime telephone number**. I'll also check back with you on the status of this request and the action you have taken to rectify this bank error.

Sincerely,  
Your Signature  
Your Typed Name  
Your Address  
City, State and Zip Code

Enclosures:   copy of deposit receipt  
                  copy of monthly statement