[Name of Recipient]

[Designation of Recipient]

[Bank Name]

Date:

**Subject: [Write in bold letters. It must explain the purpose of the letter]**

Dear Mr. / Mrs. [Name of the Recipient],

In your bank statement for the year 2022, we have erroneously debited a sum of $2000 on your account as bank charges. However, the actual amount of bank charges was $200 for the year. Please accept our sincerest apologies for that as it was merely a typing error.

As a result of this rectification, your revised closing balance for the year is $61800. If you have any queries, feel free to contact us any time during business hours.

Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]