

## Polite clarification letter

Subject: Request for Clarification of Account Charges

Dear [Bank Manager's Name],

I hope this message finds you well. I am reaching out regarding certain charges on my account [account number] dated [insert date]. I am unable to identify the purpose of these charges and would appreciate your assistance in clarifying them.

I believe this may simply be an administrative oversight. Kindly provide me with the details at your earliest convenience so that I can update my records. Should the charges be erroneous, I request that they be reversed.

Thank you in advance for your assistance.

Yours faithfully,

[Your Full Name]

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