

Letter of Error Correction Follow-Up

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on our previous correspondence dated [Insert Previous Correspondence Date] regarding the financial discrepancies identified in [specific account/transaction details].

As outlined in our earlier communication, we noticed discrepancies that require correction for accurate financial reporting. We have yet to receive confirmation of the adjustments made or additional information requested.

For your reference, the details of the discrepancies are as follows:

- Transaction ID: [Insert ID]
- Date of Transaction: [Insert Date]
- Discrepancy Amount: [Insert Amount]
- Description of Discrepancy: [Brief Description]

We appreciate your prompt attention to this matter and kindly request an update by [Insert Requested Response Date]. Should you need any further information or documentation from our end, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]