

Duplicate Account Reporting

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Subject: Reporting Duplicate Accounts

Dear [Recipient's Name],

I am writing to bring to your attention an issue regarding duplicate accounts within our system. It has come to my notice that the following accounts appear to be duplicates:

- Account Name: [Account Name 1] - Account Number: [Account Number 1]
- Account Name: [Account Name 2] - Account Number: [Account Number 2]

Please investigate this matter at your earliest convenience, as it may affect our records and customer relations. I am available to discuss this further or provide additional information if needed.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]