

Customer Account Discrepancy Notification

Date: [Insert Date]

To: [Customer Name]

[Customer Address Line 1]

[Customer Address Line 2]

[City, State, Zip Code]

Dear [Customer Name],

We are reaching out regarding a discrepancy we have identified in your account information. It is important for us to maintain accurate and up-to-date records.

The following information appears to be inconsistent:

- **Account Number:** [Insert Account Number]
- **Discrepancy Detail:** [Provide details of the discrepancy]

We kindly ask you to review the information and contact us at your earliest convenience to clarify any inaccuracies. You can reach us at:

Email: [Insert Email Address]

Phone: [Insert Phone Number]

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]