

Public Transport Service Fare Discrepancy Report

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Department/Agency Name]

[Insert Address]

Dear [Insert Recipient's Name],

I am writing to bring to your attention a matter concerning fare discrepancies that have been observed with the [Insert Public Transport Service Name]. It has come to our notice that there are inconsistencies in fare charges across various routes, which may lead to confusion and dissatisfaction among passengers.

The following discrepancies have been recorded:

- Route 1: [Insert Details]
- Route 2: [Insert Details]
- Route 3: [Insert Details]

We request an investigation into this matter to ensure that all fare charges align with the approved rates established by the transport authority.

Thank you for your attention to this urgent matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]