

Inquiry Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Document Inaccuracies

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention some inaccuracies I have identified in the [specific document name], dated [document date].

The discrepancies are as follows:

- [Inaccuracy 1]
- [Inaccuracy 2]
- [Inaccuracy 3]

These inaccuracies may lead to [mention any potential issues or repercussions]. I kindly request your prompt attention to this matter, and I would appreciate any clarification you can provide regarding these discrepancies.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]