

# Subject: Notification of Documentation Discrepancies

Dear [Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies I have identified in our documentation related to [specific project or area]. Below are the details of the discrepancies:

- **Document Title:** [Title of the document]
- **Discrepancy Details:** [Brief description of the discrepancy]
- **Action Required:** [Proposed next steps or actions needed]

These discrepancies could impact [mention potential impact on the project or workflow]. I recommend addressing these issues promptly to ensure accuracy and compliance.

Please let me know if you would like to discuss this matter further. Thank you for your attention to this important issue.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]