

# Discrepancy Report for Financial Records

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

Subject: Discrepancy Report for Financial Records

I am writing to formally report a discrepancy that has been identified in our financial records for the period of [Insert Period]. Upon reviewing our accounts, I discovered that [describe the discrepancy briefly, including amounts and any relevant details].

Details of the Discrepancy:

- **Account Name:** [Insert Account Name]
- **Discrepancy Amount:** [Insert Amount]
- **Date of Transaction:** [Insert Date]
- **Description:** [Brief description of the transaction]

I have attached relevant documentation for your review, including [mention any documents attached, e.g., invoices, bank statements].

We appreciate your prompt attention to this matter and kindly request a thorough investigation to resolve the discrepancy at your earliest convenience. Please feel free to contact me at [Your Contact Information] if you have any questions or require further clarification.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]