

# Formal Notification of Document Mismatches

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of discrepancies identified in the documents submitted as part of [specific purpose, e.g., your application, your recent submission, etc.].

The following mismatches have been noted:

- [Document 1: Describe the mismatch]
- [Document 2: Describe the mismatch]
- [Document 3: Describe the mismatch]

To rectify these issues, we kindly request that you provide the corrected documents by [insert deadline]. Ensuring that all documents match is crucial for [explain the importance briefly].

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]