

# Inquiry Regarding Documentation Irregularities

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about some irregularities we have encountered in the documentation related to [specific project or subject]. We have noticed [briefly describe the irregularities, e.g., discrepancies, missing information, etc.], and this has raised concerns regarding [explain why it is important, e.g., compliance, accuracy, etc.].

To ensure we maintain adherence to our standards, I would appreciate your assistance in providing clarification on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Thank you for your attention to this matter. I look forward to your prompt response to help us resolve these irregularities.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]