

Reporting Documentation Discrepancies

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Documentation Discrepancies Report

Dear [Recipient's Name],

As part of our internal audit process, we have identified some discrepancies in the documentation associated with [describe the specific area or department]. The purpose of this letter is to formally report these discrepancies and seek clarification where necessary.

Discrepancies Identified:

- **Discrepancy 1:** [Description of discrepancy 1]
- **Discrepancy 2:** [Description of discrepancy 2]
- **Discrepancy 3:** [Description of discrepancy 3]

We recommend reviewing the related documents and providing feedback by [insert feedback deadline]. Your prompt attention to this matter will help us ensure compliance and maintain the integrity of our internal controls.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]