

Letter of Submission: Documentation Error Report

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally submit a documentation error report regarding [briefly describe the issue]. After a thorough review, we identified discrepancies in [mention specific documents or data].

Included in this submission, you will find:

- Error report detailing the discrepancies
- Corrected documentation
- Any relevant supporting information

We appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to reach out if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]