

Account Discrepancies Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Report on Account Discrepancies

Dear [Recipient Name],

I am writing to report discrepancies discovered in our account records during the recent reconciliation process. Below are the details of the discrepancies identified:

Discrepancy Details

- **Account Number:** [Account Number]
- **Description:** [Brief Description of the Discrepancy]
- **Amount Discrepancy:** [Discrepancy Amount]
- **Date of Transaction:** [Transaction Date]

Actions taken to resolve the discrepancies include:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We recommend further investigation to ensure that all account records are accurate and to prevent future discrepancies. Please let me know if you require any additional information or assistance in this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]