

Account Duplication Report

Date: [Insert Date]

To: [Account Management Team]

From: [Your Name]

Subject: Report of Duplicate Accounts

Dear [Account Management Team],

I am writing to bring to your attention the issue of duplicate accounts that have been identified in our system. This report aims to outline the instances of duplication for your review and necessary action.

Details of Duplicate Accounts:

Account ID	Account Name	Email Address	Date Created
[Account ID 1]	[Account Name 1]	[Email Address 1]	[Date Created 1]
[Account ID 2]	[Account Name 2]	[Email Address 2]	[Date Created 2]

We recommend a thorough review of these accounts in order to consolidate them and avoid any potential confusion among our users. Please feel free to reach out if you require further information or assistance regarding this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]