

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Potential Double Account Entries

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a potential issue regarding double account entries that may have occurred in our system.

After reviewing our recent transactions, it appears that some entries have been recorded more than once, which could lead to discrepancies in our financial reports. It is crucial that we address this issue promptly to ensure the integrity of our records.

Please review the following account entries for accuracy:

- Account Number: [Insert Account Number] - Entry Date: [Insert Date] - Amount: [Insert Amount]
- Account Number: [Insert Account Number] - Entry Date: [Insert Date] - Amount: [Insert Amount]

I kindly request that you confirm the validity of these entries or provide any relevant documentation to assist in our review.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]