

Discrepancy Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of discrepancies identified in your account listings associated with account number [Account Number]. After a thorough review, we found the following inconsistencies:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

We kindly request you to review these discrepancies and provide us with any supporting documentation or explanations to resolve these issues. It is important to address these discrepancies by [Response Deadline Date].

If you have any questions or need assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]