

# Correction Letter for Accounting Discrepancies

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy that has been identified in our accounting records. Upon reviewing our latest financial statements, we noticed an inconsistency regarding [briefly describe the issue, e.g., "the invoice dated [date] for [amount]"].

After further investigation, it appears that [explain the nature of the discrepancy, e.g., "the amount recorded does not match the invoice provided"]. We believe the correct amount should be [insert the correct amount or details].

To rectify this situation, we have [describe any actions you have taken or will take to correct the issue, e.g., "issued a revised invoice or made adjustments in our accounting records"].

We appreciate your prompt attention to this matter and apologize for any inconvenience this may have caused. Please confirm the receipt of this letter and let us know if you require further documentation or clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]