

Discrepancy Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name: [Recipient's Name]

Company/Organization: [Recipient's Company Name]

Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally explain the discrepancy regarding [insert brief description of the discrepancy]. Upon reviewing the documents for [insert specific purpose, e.g., financial statement, order, etc.], I have identified the following issues:

- [Describe discrepancy 1]
- [Describe discrepancy 2]
- [Describe discrepancy 3]

To resolve this matter, I have attached the supporting documents that clarify the discrepancies mentioned above. [You may also include a proposed course of action or solutions to rectify the situation].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]