

Discrepancy in Claim Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have encountered regarding my recent claim submission (Claim Number: [Insert Claim Number]) dated [Insert Submission Date].

Upon reviewing the details, I have noticed the following discrepancies:

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

I kindly request your assistance in resolving these discrepancies at your earliest convenience. Please let me know if you require any additional information or documentation to facilitate this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]