Notification of Coverage Reporting Errors

Date: [Insert Date]
To: [Stakeholder Name]
From: [Your Name]
Subject: Notification of Coverage Reporting Errors
Dear [Stakeholder Name],
We are writing to inform you of an issue regarding the coverage reporting that has recently come to our attention. Our team has identified errors in the coverage reports for the period of [Insert Time Period], which may affect the accuracy of the data reported.
We are currently in the process of investigating the matter and implementing corrective measures. A thorough review of the affected data is underway, and we will ensure that all stakeholders are kept updated on our progress.
We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue promptly.
If you have any questions or require further information, please do not hesitate to reach out to me at [Your Email] or [Your Phone Number].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company]