

# Financial Instrument Settlement Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the settlement of financial instruments related to [insert specific transaction or reference number].

We have encountered some discrepancies during our review process, and we would appreciate your assistance in providing details on the following:

- Settlement date and time
- Amount settled
- Relevant transaction references
- Any additional fees or charges applied

Please provide the requested information at your earliest convenience, as it is essential for our records and ongoing compliance. If needed, we can arrange a meeting or call to discuss this matter in more detail.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]