

# Audit Discrepancy Report

**Date:** [Insert Date]

**To:** [Recipient Name]

**From:** [Your Name]

**Subject:** Audit Discrepancy Report

Dear [Recipient Name],

During the recent audit conducted on [insert date], several discrepancies were identified that require your immediate attention. Below is a summary of the findings:

## Discrepancy Details

Item Description	Recorded Value	Actual Value	Variance
[Insert Item 1]	[Recorded Value 1]	[Actual Value 1]	[Variance 1]
[Insert Item 2]	[Recorded Value 2]	[Actual Value 2]	[Variance 2]

## Recommendations

Based on the discrepancies identified, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]

We request that a response be provided by [insert response deadline] regarding how these discrepancies will be addressed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]