

Financial Audit Reconciliation Discrepancies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Financial Audit Reconciliation Discrepancies

We are writing to inform you of discrepancies identified during the recent financial audit conducted for the period ending [Insert Audit Period]. Our review has revealed several variances that require your attention and further clarification.

Discrepancies Identified:

- **Discrepancy 1:** [Description of discrepancy, including relevant amounts and accounts]
- **Discrepancy 2:** [Description of discrepancy, including relevant amounts and accounts]
- **Discrepancy 3:** [Description of discrepancy, including relevant amounts and accounts]

We kindly request that you review these discrepancies at your earliest convenience. Please provide an explanation or any necessary documentation to assist us in resolving these issues. If required, we are available for a meeting to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]