

Formal Complaint Regarding Article Discrepancies

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding discrepancies found in the article titled "[Title of Article]" published on [Publication Date]. Upon reviewing the content, I noticed several inaccuracies that warrant your attention and correction.

Specifically, the discrepancies include:

- [Discrepancy 1 with brief explanation]
- [Discrepancy 2 with brief explanation]
- [Discrepancy 3 with brief explanation]

These inaccuracies not only affect the credibility of the publication but also mislead readers regarding [explain impact, e.g., important information, guidance, etc.]. I believe it is crucial to address these issues promptly to maintain the integrity of your publication.

I request a thorough review of the mentioned article and an appropriate response regarding the steps that will be taken to rectify these discrepancies.

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

Sincerely,

[Your Name]