Request for Clarification of Financial Data Accuracy

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding some discrepancies that have been identified in the financial data provided in the recent reports.

Specifically, we have noticed the following issues:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

To ensure accurate reporting and compliance with our internal standards, I would appreciate your assistance in clarifying these matters at your earliest convenience. If possible, could you provide an updated report or additional documentation that addresses these discrepancies?

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]