

Letter of Accounting Discrepancy Rectification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the rectification of an accounting discrepancy that I have identified in our recent financial statement dated [Insert Date].

Upon reviewing the document, I noticed that there appears to be a discrepancy concerning [describe the specific issue, e.g., an inaccurate balance, missing transactions, etc.]. The amount in question is [insert amount], which does not align with my records.

For your reference, I have attached the relevant documentation that outlines the discrepancy. I kindly request that you investigate this matter and provide clarification or correction at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position/Title, if applicable]