

Discrepancy Resolution Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Discrepancy Resolution for Accounts Receivable

I am writing to bring to your attention a discrepancy that has been identified in our accounts receivable records regarding Invoice #[Invoice Number] dated [Invoice Date]. Our records indicate that the amount due is [Your Amount], while our records show an outstanding balance of [Their Amount].

After reviewing our transactions, we believe there may have been an oversight. We kindly request your assistance in resolving this issue. Attached are the relevant documents for your reference.

Please review the attached documents and let us know how we might proceed to rectify this situation. We value our business relationship and appreciate your prompt attention to this matter.

Thank you for your cooperation. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]