

Account Balance Discrepancy Notification

Date: [Insert Date]

To: [Recipient Name]

Account Number: [Account Number]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a discrepancy we have noted in your account balance as of [Insert Date]. Our records indicate a difference between your expected balance and the actual balance on our end.

Details of the Discrepancy:

- Expected Balance: \$[Insert Expected Balance]
- Actual Balance: \$[Insert Actual Balance]
- Discrepancy Amount: \$[Insert Discrepancy Amount]

Please review your recent transactions and let us know if you have any questions or if you require further clarification regarding this matter. It is our priority to resolve any discrepancies immediately.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]