

# Accounting Department

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to address a discrepancy that has been identified in the recent transactions recorded in our accounting system. After a thorough review, it appears that there is a mismatch in the amount reported for the transaction dated [Insert Transaction Date] with reference number [Insert Reference Number].

The details of the discrepancy are as follows:

- **Transaction Amount (Our Records):** [Insert Amount]
- **Transaction Amount (Your Records):** [Insert Amount]
- **Description:** [Insert Description]

We kindly ask you to review your records concerning this transaction to help us reconcile this discrepancy. Please let us know if any additional documentation or information is needed from our side to facilitate this process.

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

Sincerely,

[Your Name]

[Your Position]

Accounting Department

[Your Contact Information]

[Your Company/Organization Name]