

Account Summary Inconsistency Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an inconsistency we have identified in your account summary for [insert account type or period]. Our records indicate discrepancies that do not match the expected outcomes.

Account Number: [Your Account Number]

Inconsistencies noted:

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

We kindly ask you to review your records and provide any additional information that may help us resolve this matter. Please contact us at [insert contact number] or [insert email address] at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]