

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy that has been identified in the financial statements for the period ending [Insert Date].

Upon reviewing the documents, it appears that [describe the specific discrepancy, e.g., "the reported revenue does not match the sales records"]. The amount in question is [Insert Amount] and requires clarification.

We appreciate your prompt attention to this matter as it is crucial for our records. Please provide any relevant information or documentation that could assist in resolving this discrepancy.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Contact Information]