

Bookkeeping Inaccuracies Report

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some inaccuracies that have been identified in our bookkeeping records for the period of [Insert Period].

Upon our recent review, we discovered the following discrepancies:

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

We believe these inaccuracies may have arisen due to [provide brief explanation, e.g., data entry error, miscommunication, etc.]. We are currently looking into these issues and would appreciate your assistance in resolving them as soon as possible.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further details.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]