

Discrepancy Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Resolution of Discrepancy in Accounts

I am writing to address a discrepancy identified in our recent account review. We have noted an inconsistency concerning [briefly describe the discrepancy, e.g., transaction amount, invoice number, etc.].

Details of the discrepancy are as follows:

- **Transaction Date:** [Insert Date]
- **Invoice Number:** [Insert Invoice Number]
- **Discrepancy Amount:** [Insert Amount]

We kindly request your assistance in resolving this matter at your earliest convenience. Please provide any relevant documentation related to the transaction in question, so we can rectify our records accordingly.

If you have any questions or need further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Phone Number]

[Your Email Address]