

Service Discrepancy Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a discrepancy in the service that was provided to you on [Insert Service Date]. It has come to our attention that [briefly describe the discrepancy].

We understand the importance of [mention the service] and are committed to resolving this issue promptly. We have taken the following steps to rectify the situation:

- [Step 1]
- [Step 2]
- [Step 3]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

We appreciate your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]