

# Dispute of Accounting Error

**Your Name**

Your Position

Your Company Name

Your Company Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

**Recipient Name**

Recipient Position

Recipient Company Name

Recipient Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally dispute an accounting error reflected in our recent business account statement dated [insert statement date].

Upon reviewing the statement, I have identified the following discrepancies:

- [Description of the error, including dates and amounts]
- [Additional details regarding the nature of the error]

According to my records, the accurate amounts should be as follows:

- [Correct amount and explanation]
- [Additional corrections if necessary]

To resolve this matter, I kindly request that you review the attached documentation that supports my findings. I believe this evidence will clarify the discrepancies and facilitate a resolution.

I appreciate your prompt attention to this issue and look forward to your response. Should you require further information, please do not hesitate to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]