

Insurance Audit Discrepancy Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Recipient Name: [Recipient's Name]

Company Name: [Company's Name]

Address: [Company's Address]

City, State, Zip Code: [Company's City, State, Zip]

Dear [Recipient's Name],

Subject: Explanation of Discrepancy in Insurance Audit

I am writing to address the discrepancies noted in the recent audit of our insurance policy (Policy Number: [Insert Policy Number]). We take such matters seriously and have conducted a thorough review of our records.

Upon examining the findings outlined in your audit report dated [Insert Date], we have identified the following discrepancies:

- [Discrepancy 1: Description]
- [Discrepancy 2: Description]
- [Discrepancy 3: Description]

We believe that these discrepancies may have arisen due to [Brief Explanation of Possible Causes]. To resolve this matter, we propose the following actions:

1. [Action 1: Description]
2. [Action 2: Description]
3. [Action 3: Description]

We appreciate your understanding and cooperation in this matter. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] should you require any further details or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]