

# Account Discrepancy Notification

Date: [Insert Date]

To: [Business Partner's Name]

[Business Partner's Company Name]

[Business Partner's Address]

Dear [Business Partner's Name],

We hope this message finds you well. We are writing to inform you of a discrepancy we have noticed in our accounts related to our recent transactions.

During our routine audit, we discovered that the following transaction appears to be inconsistent with our records:

- Transaction ID: [Insert Transaction ID]
- Date: [Insert Transaction Date]
- Amount: [Insert Amount]
- Description: [Insert Description]

We kindly request your assistance in reviewing this matter at your earliest convenience. Please provide us with any relevant documentation or insights that may clarify this discrepancy.

Thank you for your attention to this matter. We appreciate your prompt response and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]