

# Notification of Discrepancy in Account Statements

Date: [Insert Date]

Account Holder: [Insert Account Holder Name]

Account Number: [Insert Account Number]

Dear [Account Holder Name],

We are writing to inform you of a discrepancy found in your recent account statement dated [Insert Statement Date]. We have identified the following issues:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

We take such matters seriously and are working diligently to resolve them. Please review your records and contact us at [Insert Contact Information] should you have any additional information or questions regarding this matter.

Thank you for your attention to this issue. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]