

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Explanation for Report Discrepancy

I am writing to address the discrepancies identified in the [specific report name/report date], which were brought to our attention on [date of notification].

Upon thorough review, we found that [briefly describe the discrepancies, e.g., "the financial figures reported were incorrectly calculated due to a data entry error"]. This oversight occurred because [explain reason, if applicable, e.g., "of a miscommunication between departments regarding the data collection process"].

To rectify this issue, we have [outline steps taken to correct the discrepancy, e.g., "revised the report and verified all data points"].

The corrected report is attached for your reference.

We take these matters seriously and have implemented [mention any measures taken to prevent future discrepancies, e.g., "additional checks in our reporting procedures"].

Thank you for your understanding. Should you have any further questions or require additional information, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]