

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Role]

[Organization Name]

[Address]

[City, State, Zip Code]

RE: Notice of Fiduciary Discrepancy and Proposal for Good Faith Resolution

Account Name: [Name of Trust Account]

Account Number: [Last 4 Digits of Account Number]

Dear [Recipient Name],

I am writing to formally address a discrepancy identified during a recent review of the aforementioned trust account. Specifically, the following inconsistency has been noted:

[Insert brief, factual description of the discrepancy, including dates and amounts involved].

As a fiduciary, I understand the critical importance of maintaining accurate accounting and ensuring the integrity of the trust assets. In the interest of transparency and professional responsibility, I am proposing a good faith resolution to rectify this matter promptly and avoid further escalation.

Proposed Resolution:

[Insert your proposed solution, e.g., immediate reimbursement of funds, adjustment of ledger entries, or an independent audit].

I am committed to working cooperatively to resolve this discrepancy. I request that we schedule a meeting or a conference call by [Insert Date] to discuss this proposal and reach a formal agreement on the corrective actions to be taken.

Please acknowledge receipt of this letter and indicate your availability to discuss this matter further. I look forward to resolving this issue in an amicable and timely manner.

Sincerely,

[Your Signature]

[Your Printed Name]