

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Financial Institution/Company Name]

[Address]

[City, State, Zip Code]

Subject: Notification of Safe Custody Discrepancy - Account No: [Account Number]

Dear [Recipient Name],

I am writing to formally notify you of a discrepancy identified in the safe custody records for the above-referenced account. Upon reviewing the statement dated [Date of Statement], I noted a conflict between our internal records and the assets currently reported in your custody.

Details of Discrepancy:

- **Asset Description:** [e.g., Share Certificates, Gold Bullion, Property Deeds]
- **Reference/Certificate Number:** [Number]
- **Expected Quantity/Value:** [Amount]
- **Reported Quantity/Value:** [Amount]
- **Date of Last Verified Transaction:** [Date]

Attached are copies of the relevant deposit receipts and our internal ledger entries supporting our claim. It appears that [briefly state nature of error, e.g., a missing entry, incorrect valuation, or unauthorized transfer].

I request that you investigate this matter immediately to reconcile the account. Please provide a written explanation of the findings and a confirmation once the records have been corrected.

I look forward to your response within [Number] business days. Should you require further documentation, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached documents, e.g., Deposit Receipts, Original Custody Agreement]