

Discrepancy Notice and Request for Discount Adjustment - Formal

Subject: Discrepancy Notice - LC No. [Number] and Request for Discount Recalculation

Dear [Bank Officer],

We are writing regarding Letter of Credit No. [LC Number] for which documents were presented on [date]. Upon reviewing the discount charges debited to our account, we have identified discrepancies that require immediate attention and correction.

According to our records and the original LC terms, the agreed discount rate was [stated rate] per annum. However, the charges applied reflect a rate of [applied rate], resulting in an overcharge of [amount]. Additionally, the discount period calculation appears to include [number] extra days not consistent with the actual negotiation and maturity dates.

We respectfully request that your team review the following: the discount rate applied versus the rate specified in our facility agreement dated [date], the calculation method for the discount period, and any additional fees charged that were not disclosed in the original terms.

We have attached copies of the LC, our facility agreement, and the debit advice for your reference. Given this discrepancy, we request an immediate recalculation of the correct discount charges and a credit adjustment to our account for the overcharged amount of [value].

We trust this matter will be resolved promptly and appreciate your attention to ensuring accurate billing. Please confirm receipt of this notice and provide an expected timeline for resolution.

Respectfully,

[Name]

[Position]

[Company Name]

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