

Expense Adjustment Recommendation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recommendation for Expense Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to recommend an adjustment to the following expenses incurred during [specify period or project name].

Expense Details

Description	Original Amount	Recommended Adjustment	Justification
[Description of Expense 1]	[Original Amount]	[Adjusted Amount]	[Justification]
[Description of Expense 2]	[Original Amount]	[Adjusted Amount]	[Justification]

In light of the reasons outlined above, I believe an adjustment is warranted to ensure accurate financial reporting and budget alignment.

Please let me know if you would like to discuss this recommendation further or if additional documentation is required.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]