

Royalties Audit Adjustment Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent adjustments made during the royalties audit for the period of [Specify Period]. We appreciate your cooperation during this process, and I would like to request further details regarding the adjustments that were applied.

Specifically, we seek clarification on the following points:

- [Point 1 - e.g., Rationale for adjustment]
- [Point 2 - e.g., Calculation methods used]
- [Point 3 - e.g., Documentation supporting the adjustments]

Understanding these adjustments is crucial for us to ensure accuracy and transparency in our records. We would appreciate it if you could provide the requested information by [Specify Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]