

# Letter Template for Financial Statement Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the financial statements provided for the period ending [Insert Date].

Upon reviewing the documents, I have noticed the following discrepancies/inconsistencies:  
[Briefly describe the specific issues or items that need clarification].

To better understand and ensure the accuracy of the records, I would appreciate it if you could provide additional details or explanations on these matters.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]