

# Bookkeeping Error Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an adjustment regarding an error I discovered in the bookkeeping records for the period of [Insert Period]. After reviewing the statements, I identified discrepancies that I believe need correction.

Specifically, the error pertains to [describe the error briefly, e.g., incorrect entry amounts, missed invoices, etc.]. The details are as follows:

- Error Description: [Insert description]
- Incorrect Amount: [Insert amount]
- Correct Amount: [Insert amount]
- Date of Transaction: [Insert date]

To support this request, I have attached relevant documentation, including [list of attached documents]. I kindly ask you to review this matter at your earliest convenience and make the necessary adjustments to the records.

Thank you for your attention to this issue. Please let me know if you require any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]