Financial Report Error Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you of an error identified in the latest financial report dated [Insert Report Date]. Upon review, it has come to our attention that [brief description of the error, e.g., "there was an incorrect entry in the revenue section that resulted in an overstatement of $X"].

Please find the necessary corrections documented below:

- Original Amount: $[Original Amount]
- Corrected Amount: $[Corrected Amount]
- Reason for the Discrepancy: [Brief explanation]

We apologize for any inconvenience this may have caused and are committed to ensuring the accuracy of our financial reporting. The corrected report will be issued shortly for your review.

If you have any questions or require further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]