

Request for Bookkeeping Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to the bookkeeping records pertaining to [specific details or transaction reference].

Upon reviewing the records, I noticed the following discrepancies: [briefly describe the discrepancies].

To ensure accuracy, I would appreciate it if you could update the records accordingly. I have attached any relevant documentation for your reference.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] should you have any questions.

Sincerely,

[Your Name]

[Your Position, if applicable]