

Revenue Recognition Compliance Review Request

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a compliance review regarding revenue recognition practices within our organization and would like to request your cooperation in this process. This review aims to ensure that we are adhering to the relevant accounting standards and regulatory requirements.

Specifically, we would appreciate your assistance in providing the following information:

- Details of current revenue recognition policies and practices.
- Supporting documentation for revenue transactions over the past [specify time period].
- Any relevant contracts and agreements related to revenue transactions.

We kindly request that you provide the necessary information by [insert deadline date]. Should you have any questions or require further clarification, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]