

Revenue Recognition Adjustments Notification

To: Accounting Team

Date: [Insert Date]

Dear Team,

We are writing to inform you of recent adjustments made to our revenue recognition process that will affect our financial statements. These adjustments are necessary to ensure compliance with the latest accounting standards and to maintain accurate reporting.

Details of the adjustments are as follows:

- **Adjustment Type:** [Specify type of adjustment]
- **Effective Date:** [Insert effective date]
- **Description:** [Brief description of the adjustment]

Please review these adjustments carefully and ensure that they are reflected in your accounting records. If you have any questions or require further clarification, do not hesitate to reach out to the finance team.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]