

Balance Sheet Correction Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company/Organization Name]

[Insert Company Address]

Dear [Recipient's Name],

I am writing to formally request a correction to the balance sheet as of [Insert Date]. Upon reviewing our financial records, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

These errors have resulted in [briefly explain the impact of the discrepancies, e.g., inaccurate financial reporting, tax implications, etc.]. I kindly ask that you review these changes and update the balance sheet accordingly.

Please find attached the relevant documentation supporting my request.

Thank you for your prompt attention to this matter. I appreciate your cooperation and look forward to your swift response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]