

Letter of Clarification: Balance Sheet Error

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify an error identified in our recent balance sheet.

Upon review, it was noted that [describe the specific error, e.g., "the accounts receivable balance was overstated by \$X"]. This discrepancy arose due to [briefly explain the cause, e.g., "data entry oversight or misclassification"].

We have taken the necessary steps to rectify this issue and have corrected the balance as follows:

Original Amount: \$[original amount]

Corrected Amount: \$[corrected amount]

We sincerely apologize for any confusion this may have caused and appreciate your understanding as we resolve this matter. Should you have any further questions or require additional documentation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]