

# Adjustment Request for Financial Statements

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the financial statements for [specific period, e.g., Fiscal Year 2022] that were submitted on [submission date].

After conducting a thorough review, we have identified discrepancies that require correction, specifically in [briefly describe the nature of the discrepancies, e.g., revenue recognition, expense allocation].

To maintain the integrity of our financial reporting, we would appreciate the opportunity to amend these figures. Attached are the detailed notes outlining the required adjustments and supporting documentation.

We understand the importance of accurate financial statements and are committed to addressing this matter promptly. Please let us know if you require any further information or clarification regarding our request.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]