

Financial Data Revision Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Revision of Financial Data

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of certain financial data that was submitted on [insert previous submission date]. Upon review, I have noticed discrepancies in the following areas:

- [Specify Area 1: Description of the discrepancy]
- [Specify Area 2: Description of the discrepancy]
- [Specify Area 3: Description of the discrepancy]

In order to ensure the accuracy of our records and reports, I kindly ask that you review these items at your earliest convenience. I believe that correcting these discrepancies will enhance the clarity and integrity of our financial documentation.

Should you need any further details or documentation to assist with this process, please feel free to reach out to me directly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]