

Financial Report Modification Request

Date: [Insert Date]

To: [Receiver's Name]

Title: [Receiver's Title]

Company: [Receiver's Company]

Address: [Receiver's Address]

Dear [Receiver's Name],

I hope this message finds you well. I am writing to formally request a modification of the financial report dated [Date of the Original Report]. Upon reviewing the document, I have identified some discrepancies that need to be addressed in order to ensure accuracy and clarity.

The specific areas that require modification include:

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

It is essential that these modifications are made to maintain the integrity of our financial reporting. I would appreciate your prompt attention to this matter, and I am available to discuss this further at your earliest convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]