

Inquiry for Financial Data Adjustment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 inquire about the recent discrepancies we have observed in our financial data records for the period of [insert period]. It appears that certain figures may not reflect the accurate transactions, and we would like to request your assistance in reviewing and adjusting these data points.

Specifically, we have noticed the following issues:

- [Detail Issue 1]
- [Detail Issue 2]
- [Detail Issue 3]

We appreciate your prompt attention to this matter and look forward to your guidance on how we can proceed with the necessary adjustments. Please let us know if you require any additional information or documentation from our side.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]