

# Deferred Revenue Adjustment Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Adjustment of Deferred Revenue Account

We are writing to notify you of adjustments made to the deferred revenue account as part of our annual audit procedures. Upon review of our financial records, we identified discrepancies that necessitated an adjustment for accurate reporting.

Details of Adjustments:

- Original Deferred Revenue Amount: \$[Original Amount]
- Adjustment Amount: \$[Adjustment Amount]
- Adjusted Deferred Revenue Amount: \$[Adjusted Amount]

The adjustment has been made to ensure compliance with applicable financial reporting standards and to present a true and fair view of our financial position. Please find attached the detailed ledger entries and supporting documentation for your review.

If you have any questions or need further clarification regarding these adjustments, please feel free to contact me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]