

# Deferred Revenue Account Adjustment Proposal

Date: [Insert Date]

To: [Board of Directors]

From: [Your Name]

Subject: Proposal for Deferred Revenue Account Adjustment

Dear Members of the Board,

In accordance with our financial reporting standards, I am writing to propose an adjustment to our deferred revenue account for the fiscal year ending [Insert Year]. As part of our ongoing review of the financial statements, we have identified certain revenue items that require reclassification.

Currently, our deferred revenue account reflects the following amounts:

- Item A: \$[Insert Amount]
- Item B: \$[Insert Amount]
- Item C: \$[Insert Amount]

Upon further analysis, we recommend adjusting the deferred revenue balances as follows:

- Adjustment for Item A: +\$[Insert Amount]
- Adjustment for Item B: -\$[Insert Amount]
- Adjustment for Item C: unchanged

This adjustment is necessary to reflect the actual timing of revenue recognition in accordance with our revenue recognition policy. The impact on our financial statements will be neutral overall, ensuring compliance while presenting an accurate financial position.

We kindly request your approval of this adjustment at the upcoming board meeting scheduled for [Insert Date of Meeting]. Please feel free to reach out for any questions or further clarification prior to our discussion.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]