

Notification of Deferred Revenue Account Adjustment

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to your deferred revenue account as part of our regular financial review.

Details of the adjustment are as follows:

- Account Number: [Insert Account Number]
- Adjustment Amount: [Insert Amount]
- Date of Adjustment: [Insert Date]
- Reason for Adjustment: [Insert Reason]

If you have any questions or require further clarification regarding this adjustment, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter, and for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]