

Deferred Revenue Account Adjustment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Adjustment of Deferred Revenue Account for Financial Reporting

We are writing to notify you of an adjustment to the deferred revenue account in our financial statements for the period ending [Insert Date]. Upon review of our records, we have identified necessary corrections to ensure accurate financial reporting.

The deferred revenue has been adjusted by [Insert Amount] due to [brief explanation of reason for the adjustment]. This adjustment will be reflected in our upcoming financial statements to adhere to the relevant accounting standards.

Please feel free to reach out if you have any questions or require further clarification regarding this adjustment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email]

[Your Phone Number]