

Internal Review: Deferred Revenue Adjustment

Date: [Insert Date]

To: [Insert Department/Individual Name]

From: [Your Name/Your Department]

Subject: Adjustment of Deferred Revenue Accounts

Dear [Recipient's Name],

As part of our ongoing internal review process, we have identified the need to adjust the deferred revenue accounts for the following reasons:

- Item 1: [Description of the issue]
- Item 2: [Description of the issue]
- Item 3: [Description of the issue]

We propose the following adjustments for the affected accounts:

Account Number	Current Balance	Adjustment Amount	New Balance
[Account Number 1]	[Current Balance]	[Adjustment Amount]	[New Balance]
[Account Number 2]	[Current Balance]	[Adjustment Amount]	[New Balance]

We believe these adjustments will provide a more accurate reflection of our deferred revenue position. Please review the proposed adjustments and provide your feedback by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]