

Deferred Revenue Account Adjustment

Date: [Insert Date]

[Insert Management's Name]

[Insert Management's Title]

[Insert Company Name]

[Insert Company Address]

Dear [Insert Management's Name],

Subject: Recommendation for Adjustment of Deferred Revenue Account

I hope this message finds you well. After a thorough review of our financial records, I would like to bring to your attention an essential adjustment required for our deferred revenue account.

As of [Insert Date], the deferred revenue account reflects a total of [Insert Amount], which includes several transactions that may no longer be valid. Specifically, the following items need further examination:

- [Detail Transaction 1]
- [Detail Transaction 2]
- [Detail Transaction 3]

To maintain accurate financial reporting and align with the company's revenue recognition policy, I recommend the following actions:

1. Review the transactions listed above.
2. Adjust the deferred revenue account by [Insert Proposed Adjustment Amount].
3. Update relevant financial statements to reflect these changes.

Please feel free to reach out if you need any further details or wish to discuss this matter. I appreciate your prompt attention to this adjustment.

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Your Contact Information]