

# Deferred Revenue Account Adjustment Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. As part of our ongoing discussions regarding our partnership and operational adjustments, we would like to address the deferred revenue account adjustments that require our consideration.

As you are aware, our records indicate that we have [insert amount] in deferred revenue from [insert specific services or products] collected over the past fiscal period. Due to [explain reason for adjustment, e.g., changes in service delivery or client agreements], we propose the following adjustments:

- Adjustment Amount: [insert amount]
- New Revenue Recognition Timeline: [insert timeline]
- Impact on Financial Reporting: [insert brief description]

We believe these adjustments are crucial to accurately reflect our financial position and uphold the integrity of our partnership. We welcome your feedback and suggestions on this proposal during our next meeting scheduled for [insert date].

Thank you for your attention to this matter. We look forward to your thoughts.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]