

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Regulatory Authority Name]

[Regulatory Authority Address]

[City, State, Zip Code]

Subject: Deferred Revenue Account Adjustment Submission

Dear [Regulatory Authority Contact Name],

We are submitting the details of the adjustments made to our Deferred Revenue Account in compliance with regulatory requirements. This letter outlines the reasons for the adjustments and provides a summary of the changes made.

Adjustment Summary

- Adjustment Date: [Insert Date]
- Original Deferred Revenue Amount: [Insert Amount]
- Adjusted Deferred Revenue Amount: [Insert Amount]
- Reason for Adjustment: [Insert Reason]

The adjustment was necessary due to [briefly explain the circumstances that led to this adjustment]. We have ensured that all applicable regulations have been adhered to, and appropriate documentation is attached for your review.

Attached Documents

- Schedule of Deferred Revenue Adjustments
- Supporting Documentation
- Adjusting Journal Entries

We appreciate your attention to this matter. Should you require any additional information or clarification, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]