

Deferred Revenue Account Adjustment Notification

Date: [Insert Date]

To: [Stakeholder's Name]

Subject: Deferred Revenue Account Adjustment

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to our deferred revenue account that may affect your records.

After a recent review of our financial statements, we identified [briefly describe the reason for the adjustment]. This adjustment amounts to [specify amount] and will be reflected in our upcoming financial reporting.

Please find attached a detailed breakdown of the adjustment for your records. We believe this will help in maintaining transparent communication regarding our financial activities.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [insert contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]