

Deferred Revenue Account Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Deferred Revenue Account Adjustment for Tax Compliance

We are writing to inform you of an adjustment made to our deferred revenue account as part of our commitment to tax compliance. Upon reviewing our financial records, we identified that the deferred revenue recorded on [insert date or period] required an adjustment in accordance with the applicable tax regulations.

Details of the adjustment are as follows:

- Initial Deferred Revenue Amount: \$[amount]
- Adjustment Amount: \$[amount]
- Revised Deferred Revenue Amount: \$[amount]
- Date of Adjustment: [insert date]

This adjustment will ensure that our financial statements accurately reflect our revenue recognition policies and comply with IRS regulations. We have thoroughly reviewed the implications of this adjustment and believe it is necessary to maintain our compliance standing.

If you require any further information or documentation regarding this adjustment, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]