

Audit Error Amendment Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Amendment of Audit Errors

We hope this message finds you well. We are writing to formally notify you of an error identified during our recent audit of [specific period or project]. It has come to our attention that [describe the error briefly].

Upon thorough review, we have made the necessary amendments to correct this issue. The adjustments are as follows:

- [Detail of the first correction]
- [Detail of the second correction]
- [Additional corrections, if any]

We have attached the revised documents for your reference. We apologize for any inconvenience this may have caused and appreciate your understanding as we rectify this matter.

Please feel free to reach out should you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]