

Confirmation of Accounting Method Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the adjustment of our accounting method as discussed in our recent meeting and correspondence. After careful consideration, we have decided to transition from [Old Accounting Method] to [New Accounting Method] effective [Effective Date].

This change is intended to enhance our financial reporting and ensure compliance with applicable regulations. We appreciate your support and guidance throughout this process.

Please feel free to reach out if there are any further questions or if additional documentation is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]