

Subject: Modification of Accounting Procedures

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a modification to our accounting procedures that will take effect on [effective date]. This change is designed to improve our financial reporting accuracy and enhance operational efficiency.

Details of the modification are as follows:

- **Current Procedure:** [Brief description of current procedure]
- **Modified Procedure:** [Brief description of modified procedure]
- **Rationale:** [Explanation for the modification]

We believe that this change is necessary and will provide significant benefits to our operations. Please review the proposed adjustments and share any feedback by [feedback deadline].

Thank you for your attention to this matter. I look forward to your cooperation as we implement these changes.

Sincerely,

[Your Name]
[Your Position]
[Your Company]