

# Request for Accounting Procedure Change

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in our accounting procedures regarding [specific procedure]. After careful consideration and analysis, I believe that implementing the following changes will enhance our efficiency and accuracy in financial reporting.

Proposed changes:

- [Change 1]
- [Change 2]
- [Change 3]

I would greatly appreciate the opportunity to discuss this matter further and explore how we can implement these changes effectively. Please let me know a suitable time for us to meet.

Thank you for considering this request. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]