

# Accounting Department

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Clarification of Financial Report for [Specify Period]

We hope this message finds you well. We are writing to provide clarification regarding certain aspects of the financial report for the period ending [Insert Date]. The report is intended to provide a transparent overview of our financial performance, and we want to ensure there is no ambiguity regarding the figures presented.

Specifically, we would like to address the following points:

- [Point 1: Brief Description]
- [Point 2: Brief Description]
- [Point 3: Brief Description]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your understanding and look forward to your continued support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]