

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the depreciation schedule provided in our recent financial statements.

Upon reviewing the schedule, I have noticed some discrepancies that I would like to address to ensure that our records are accurate and up to date. Specifically, I am seeking clarification on [insert specific items or issues].

Could you please provide additional details or a revised schedule at your earliest convenience? Your assistance in this matter would be greatly appreciated.

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

Sincerely,  
Your Name