

# Notice of Modifications to Revenue Recognition Procedures

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Company]

Subject: Changes to Revenue Recognition Procedures

Dear [Recipient Name],

We are writing to inform you of recent modifications to our revenue recognition procedures that will be effective starting [Insert Effective Date]. These changes are in alignment with the latest accounting standards and best practices to ensure accuracy and transparency in our financial reporting.

## Summary of Changes:

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

We believe these enhancements will provide greater clarity and consistency in our financial statements. Please review the detailed document attached for comprehensive information on the modifications.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]