

# Accounting Record Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to an accounting record pertaining to [specific account or transaction details]. Upon reviewing my records, I noticed the following discrepancies:

- Incorrect Amount: [Insert details]
- Date of Transaction: [Insert details]
- Reference Number: [Insert details]

In order to maintain the accuracy of our financial records, I kindly ask that you review these discrepancies and take necessary action to correct them. I have attached all relevant documentation to support my request.

Thank you for your prompt attention to this matter. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]