

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

**Subject: Amendment of Financial Statement**

Dear [Recipient's Name],

I am writing to formally request an amendment to the financial statement dated [Original Date of Financial Statement]. After a thorough review, it has come to my attention that there are discrepancies related to [briefly describe the discrepancies, e.g., misreported revenue, missing expenses].

To ensure the accuracy of our financial records, I have attached the revised statements, including a detailed explanation of the changes made. The amended financial statement now accurately reflects [briefly describe what the amendment corrects or clarifies].

I appreciate your attention to this matter and look forward to your understanding. Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]