

Request for Accounting Clarification

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding some accounting matters that have come to my attention. Specifically, I would like to discuss [briefly describe the specific issue or discrepancy], as I believe there may be an error/inconsistency that needs to be addressed.

To assist in resolving this matter, I have attached [mention any relevant documents or reports] for your reference. I would appreciate your guidance on this issue and any pertinent details you can provide.

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

Sincerely,
[Your Name]