

# Trial Balance Error Correction

Date: [Insert Date]

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

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

## Subject: Correction of Trial Balance Errors

Dear [Recipient's Name],

I am writing to inform you of an error found in the trial balance submitted on [insert submission date]. Upon reviewing the accounts, it has come to our attention that the following discrepancies exist:

- Error 1: [Description of the error, including affected accounts and amounts]
- Error 2: [Description of the error, including affected accounts and amounts]

We have made the necessary corrections, and the updated trial balance is attached for your review. The corrected amounts are as follows:

Account	Original Amount	Corrected Amount
[Account Name]	[Original Amount]	[Corrected Amount]

We apologize for any inconvenience this may have caused and appreciate your understanding. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]