

Business Adjustment Letter with Revised Financial Statement

[Your Company Letterhead]

Date: [Insert Date]
Recipient Name: [Recipient's Name]
Recipient Position: [Recipient's Position]
Company Name: [Company Name]
Address: [Company Address]

Dear [Recipient's Name],

Subject: **Revised Financial Statement – Adjustment Notification**

We are writing to inform you of a recent review regarding the financial statement for the period ending [Original Statement Date] that was previously issued to your organization. Upon thorough review, we have identified certain discrepancies in the originally reported figures. We have taken immediate corrective actions and prepared a revised financial statement reflecting the necessary adjustments.

Summary of Adjustments:

- [Briefly specify nature of discrepancies, e.g., misclassification of expenses, incorrect revenue recognition, etc.]
- [Detail any other relevant errors discovered in the original statement]

Impact on Financial Position:

- [Describe how these adjustments affect net income, balance sheet totals, or key financial metrics]

Attached to this letter, please find the revised financial statement for your records. We kindly ask that you replace the previously supplied document with the updated version to ensure your records are accurate and in compliance with current accounting standards.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding and cooperation. Should you have any questions regarding these adjustments or need further clarification, please do not hesitate to contact [Contact Person] at [Contact Information].

Thank you for your continued partnership and trust.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]

Enclosure: Revised Financial Statement (Sample Table)

| Account | Original Amount | Revised Amount | Adjustment |
|----------------|-----------------|----------------|------------|
| Total Revenue | \$500,000 | \$520,000 | +\$20,000 |
| Total Expenses | \$300,000 | \$310,000 | +\$10,000 |
| Net Income | \$200,000 | \$210,000 | +\$10,000 |

Please adjust your records accordingly.