**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Request for the Correction of Errors in Financial Report [MENTION THE NO. OF REPORTING FILE]**

This letter has been written to request an obvious error in the record-keeping of available data and certain evaluations. On the account of urgent corrections, I request you to work on the financial report file no. xx. The file relates to the board of revenue and all the major decision for the upcoming fiscal year depends on this reporting. Any error in the file can bring big inconvenience and troublesome outcomes. Therefore, it is quintessential to work on the correction of this file as soon as possible.

The financial reporting file no. [X] has been sent to all other departments to examine the data and cost evaluations. Fortunately, the file has not been sent to the board of revenue of evaluations, otherwise, it could question the credibility of our whole team. Err is the most possible occurring in the calculations and financial accounting, therefore, reexamination of the values and conclusions should be practiced on each step. This is important to tag all of the important steps in calculations so that any unlikely situation can be avoided.

I have highlighted all the points in the file where errors seem to occur. I also have attached a scanned image of a rough sketch of the calculations. In case of any confusion, do not hesitate to come to me for assistance. Also, please write an email to all other departments and inform them about the possible occurrence of an error in the report. You are also required to make sure that this report does not get forwarded. I am looking forward to the correction of the financial report as soon as possible. Thank you.

Regards.

[Your Name]  
[Address]