

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: QBO Account Adjustment Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to my QuickBooks Online (QBO) account, associated with the account number [Account Number].

After reviewing my account statements and transaction history, I have identified discrepancies that require correction. The details of the adjustments needed are as follows:

1. **\*\*Date of Transaction:\*\*** [Date]  
    **\*\*Description:\*\*** [Description of the transaction]  
    **\*\*Requested Adjustment:\*\*** [Details of adjustment]
2. **\*\*Date of Transaction:\*\*** [Date]  
    **\*\*Description:\*\*** [Description of the transaction]  
    **\*\*Requested Adjustment:\*\*** [Details of adjustment]
3. **\*\*Date of Transaction:\*\*** [Date]  
    **\*\*Description:\*\*** [Description of the transaction]  
    **\*\*Requested Adjustment:\*\*** [Details of adjustment]

I have attached [any relevant documents, receipts, or supporting evidence] to support my request. I kindly ask that you review this matter and process the adjustments at your earliest convenience.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]