

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

Dear [Recipient Name],

Subject: Adjustment Request for Xero Entries

I hope this message finds you well. I am writing to formally request adjustments to specific entries recorded in our Xero accounting system. Details of the adjustments are as follows:

- **Entry Date:** [Insert date]
- **Transaction Amount:** [Insert amount]
- **Account Name:** [Insert account name]
- **Reason for Adjustment:** [Provide a brief explanation of why the adjustment is necessary]

We have identified the above discrepancies during our recent financial review and would greatly appreciate your assistance in correcting these entries to ensure our records remain accurate.

Please let me know if you require any additional information or documentation to process this request.

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

Sincerely,

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