

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

Dear [Recipient's Name],

Subject: Adjustment Request for Excel Spreadsheet

I hope this message finds you well.

I am writing to request an adjustment regarding the Excel spreadsheet

[Name or Description of the Document, e.g., "Monthly Sales Report"] that was submitted on [Submission Date]. Upon review, it appears there are a few discrepancies that need to be addressed.

1. **\*\*Issue Description:\*\***

[Briefly describe the issue, e.g., "The totals in column C do not match with the individual entries listed in the previous rows."]

2. **\*\*Proposed Adjustment:\*\***

[Specify what adjustments are needed, e.g., "I suggest recalculating the totals or verifying the individual entries for accuracy."]

3. **\*\*Impact of Adjustments:\*\***

[Explain briefly how these adjustments will affect the overall report or analysis, e.g., "Correcting these figures will ensure the accuracy of our financial statements and reports."]

Please find the attached updated version of the spreadsheet with my comments and suggested changes highlighted for your review.

I appreciate your attention to this matter and look forward to your confirmation of the adjustments at your earliest convenience.

Thank you for your cooperation.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]