

Date: [Insert Date]

To: [Recipient Name/Project Manager]
[Department/Company Name]
[Address]

Subject: Formal Notice of Deficiencies in Legacy Financial Data Migration

Dear [Recipient Name],

This letter is to formally document several deficiencies identified following the recent migration of legacy financial data to the [New System Name] system, which was completed on [Migration Date].

During our post-migration validation and reconciliation process, the following discrepancies were noted:

- **Data Integrity Issues:** Discrepancies between source and target systems regarding [Specific Account Balances/Transaction Histories].
- **Missing Records:** A total of [Number] records related to [Specific Fiscal Year/Category] were not successfully migrated.
- **Mapping Errors:** Financial codes and cost centers have been incorrectly mapped, specifically [Insert Examples].
- **Formatting Failures:** Date formats and currency fields are inconsistent with the new system requirements, causing processing errors.

These deficiencies pose a significant risk to our financial reporting accuracy and regulatory compliance. We request a formal meeting by [Date] to review the migration logs and establish a corrective action plan.

Please provide a timeline for the remediation of these errors and a strategy for a secondary data validation sweep.

Sincerely,

[Your Name]
[Your Title]
[Your Department]