

Date: [Insert Date]

To: [Management Name/Executive Board]

From: [Your Name/Accounting Department]

Subject: Formal Notification of Accounting Software Integration Failures

Dear [Recipient Name],

This letter is to formally advise management of significant issues regarding the integration between [Name of Accounting Software] and [Name of Secondary System/Platform]. As of [Date], the synchronization process has failed to meet operational requirements, resulting in the following discrepancies:

- **Data Inconsistency:** Mismatches between source records and ledger entries.
- **Processing Delays:** Manual workarounds are currently required, leading to [Number] hours of lost productivity per week.
- **Reporting Risks:** Potential inaccuracies in real-time financial reporting and month-end closing procedures.

Despite previous attempts to resolve these technical barriers with the IT department and software vendors, the integration remains unstable. This failure presents a risk to data integrity and internal financial controls.

We recommend an immediate review of the system architecture and a meeting between the Accounting and IT teams to determine if a system patches, middleware upgrade, or complete platform migration is necessary.

Please advise on the preferred timeline for a formal briefing to discuss our proposed mitigation strategy.

Sincerely,

[Your Signature]

[Your Job Title]