

To: [Name of Responsible Employee/Department Head]

From: [Your Name/Finance Department]

Date: [Current Date]

Subject: Formal Notice: Habitual Late Journal Entry Submissions

Dear [Name],

This letter is to formally address the recurring issue regarding the late submission of journal entries from your department. It has been noted that deadlines for the following periods were not met:

- [Period/Month 1]
- [Period/Month 2]
- [Period/Month 3]

Timely submission of journal entries is critical for the accuracy of our financial reporting and the efficiency of the month-end closing process. Habitual delays cause significant bottlenecks, increase the risk of reporting errors, and prevent the finance team from providing timely insights to executive management.

We request that you review your current internal workflows to identify the causes of these delays. Moving forward, all journal entries and supporting documentation must be submitted no later than [Day/Time] of the closing cycle.

If there are specific resource constraints or technical issues preventing compliance, please schedule a meeting with the Finance Department by [Date] to discuss a resolution.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Job Title]