

To: [Finance Department / Accounting Team]

From: [Your Name/Position]

Date: [Current Date]

Subject: Proposal for Process Improvement: Deferred Revenue Amortization Schedules

Dear [Recipient Name],

I am writing to propose an update to our current procedures regarding the creation and maintenance of deferred revenue amortization schedules. After reviewing our recent closing cycles, I have identified opportunities to increase accuracy and reduce manual effort in this area.

Current Challenges:

- Manual data entry leading to potential calculation errors.
- Version control issues across multiple spreadsheets.
- Difficulty in reconciling sub-ledger totals to the general ledger during month-end.

Proposed Improvements:

- **Standardized Templates:** Implement a uniform amortization template with built-in validation formulas to ensure consistency across all product lines.
- **Automation:** Utilize [Software Name/ERP Module] to automate the monthly release of revenue based on predefined schedules.
- **Centralized Tracking:** Establish a master deferred revenue roll-forward schedule to streamline the reconciliation process.

Expected Benefits:

- Reduced risk of financial misstatement.
- Faster month-end closing timelines.
- Improved audit readiness and documentation.

I would like to schedule a brief meeting next week to discuss the implementation of these changes and gather your feedback.

Best regards,

[Your Signature]

[Your Job Title]