

Subject: Adjustment Request - Portfolio Reconciliation

Date: March 22, 2025

Dear Investment Banking Team,

I am writing to request an adjustment to reconcile our portfolio as of March 22, 2025. Upon review, we have identified a discrepancy in Account #123456, where shares show a debt of \$1,250,000 against a credit of \$900,000. We kindly ask for your assistance in confirming the principal inbound transfer of \$750,000 scheduled for March 25, 2025.

Furthermore, we would appreciate your guidance on any amendment fees that may be applicable to this adjustment.

Thank you for your prompt attention to this matter.

Regards,

John Doe

Portfolio Manager

ABC Investments

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