

General Accounting Email Request Template

Email Template - Accounting

Folio issues: Internal Audit <internalaudit@breckenridgegrandvacations.com>

Rental, 1099, general accounting: Accounting <Accounting@grandtimber.onmicrosoft.com>

Subject Line Choose an item.:

Hello Accounting Team,

- We are needing help with a Choose an item.
- Owner Name:
- Owner Number:
- Property: Choose an item.
- Time: period Choose an item.
- **For Folio inquiries only**
 - Dates of issue:
 - Reservation Number (if applicable):

For Rental Check Issues:

- Check Issue: Choose an item.
- Owner Address (if known):
- Check Amount (if known):

Additional Information: