

Beneficiary Settlement Reconciliation

Date: [Insert Date]

To:

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

We are writing to confirm the reconciliation of your settlement account for the period ending [Insert Date]. Below, you will find the details of the transactions that have been processed in your favor:

Date	Description	Amount
[Transaction Date]	[Transaction Description]	[Amount]
[Transaction Date]	[Transaction Description]	[Amount]

The total amount reconciled is [Total Amount]. If you have any questions or need further clarification regarding the reconciliation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]