

Reconciliation Letter for Billing Discrepancies

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Reconciliation of Billing Discrepancies

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies we have observed in our recent billing statement associated with [specific invoice number or account name].

Upon reviewing the statement dated [date], we noticed the following discrepancies:

- [Description of discrepancy #1]
- [Description of discrepancy #2]
- [Description of discrepancy #3]

We would appreciate your assistance in reconciling these discrepancies at your earliest convenience. Please let us know if you require any additional information from our side to facilitate this process. You can reach me directly at [your phone number] or [your email address].

Thank you for your prompt attention to this matter. We look forward to resolving these discrepancies swiftly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]