

Account Balance Reconciliation

Company Name: [Your Company Name]

Date: [Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to conduct a reconciliation of our account balances related to business expenses for the period ending [Date]. This is to ensure that our records are accurate and in alignment with your records.

Account Summary

Expense Category	Your Records (\$)	Our Records (\$)
Office Supplies	[Your Amount]	[Our Amount]
Travel Expenses	[Your Amount]	[Our Amount]
Marketing	[Your Amount]	[Our Amount]
Total	[Total Your Amount]	[Total Our Amount]

We kindly request that you review the information provided and respond by [Response Deadline]. If you notice any discrepancies or have any questions, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your cooperation and assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]