

# Account Balance Reconciliation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request your assistance in reconciling the account balances for our corporate accounts as of [Insert Reconciliation Date]. Our records indicate the following balances:

Account Number	Account Name	Your Balance	Our Balance
[Account Number]	[Account Name]	[Your Balance]	[Our Balance]

We kindly ask you to review your records and confirm the balances. Should you find any discrepancies, please provide us with the relevant documentation to aid in resolving these issues.

Thank you for your cooperation and prompt attention to this matter. We look forward to your reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]