

Account Balance Reconciliation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the current account balance for your credit card with us, as of [Insert Date]. Below are the details of your recent transactions:

Account Summary

Account Number: **** * [Last 4 Digits]

Current Balance: \$[Insert Amount]

Available Credit: \$[Insert Amount]

Recent Transactions

Date	Description	Amount
[Transaction Date]	[Merchant Name]	-\$[Amount]
[Transaction Date]	[Merchant Name]	-\$[Amount]

Reconciliation

As per our records, the transactions listed above match the statements generated for your account. If you identify any discrepancies or have any questions, please do not hesitate to contact us.

Thank you for choosing [Company Name]. We appreciate your attention to detail regarding your account management.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]