

# Account Balance Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a reconciliation of my account balance due to disputed transactions that have occurred in my account. Below are the details of the transactions in question:

- Transaction ID: [Insert Transaction ID], Date: [Insert Date], Amount: [Insert Amount]
- Transaction ID: [Insert Transaction ID], Date: [Insert Date], Amount: [Insert Amount]
- Transaction ID: [Insert Transaction ID], Date: [Insert Date], Amount: [Insert Amount]

As per my records, these transactions do not align with the expected balance of my account. I would appreciate it if you could investigate this matter and provide me with a detailed report of my account's activity for the past [time frame] along with any supporting documentation related to the disputed transactions.

Thank you for your prompt attention to this matter. I look forward to your speedy response.

Sincerely,

[Your Name]