

Account Balance Reconciliation

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to provide you with a reconciliation of your investment account balance as of [Insert Date]. Below are the details of your account:

Account Information

Account Number: [Insert Account Number]

Account Type: [Insert Account Type]

Account Balance Summary

Description	Amount
Opening Balance	[Insert Amount]
Total Contributions	[Insert Amount]
Total Withdrawals	[Insert Amount]
Investment Gains/Losses	[Insert Amount]
Ending Balance	[Insert Amount]

Please review the enclosed statement for any discrepancies and contact us if you have any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]