

# Account Balance Reconciliation

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Co-Account Holder's Name]

[Co-Account Holder's Address]

[City, State, Zip Code]

Dear [Co-Account Holder's Name],

I hope this message finds you well. As of [Insert Date], I would like to reconcile our joint account balance for account number [Insert Account Number]. Below are the details of our transactions and the current balance:

## Transaction Summary:

Date	Description	Debit	Credit	Balance
[Insert Date]	[Transaction Description]	[Amount]		[Balance]
[Insert Date]	[Transaction Description]		[Amount]	[Balance]

## Current Balance:

Your balance is \$[Insert Amount].

Please review the above information and confirm if all details are accurate. If there are any discrepancies, do not hesitate to reach out so we can resolve them promptly.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Full Name]

[Signature (if sending a hard copy)]