

Account Balance Reconciliation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a reconciliation of the account balance for my loan account with the account number [Account Number]. As of [specific date], I would like to verify the outstanding balance and ensure that all transactions are accurately reflected.

For your reference, I have attached a summary of my records for your review:

- Loan Account Number: [Account Number]
- Outstanding Balance per My Records: [Your Balance]
- Last Payment Date: [Last Payment Date]
- Total Payments Made: [Total Payments]

Please review the information and provide me with your reconciliation of the balance. If there are any discrepancies, I would appreciate your guidance on how to resolve them.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]