

Account Balance Reconciliation

Date: _____

To,

Partner's Name
Company Name
Address Line 1
Address Line 2
City, State, Zip Code

Dear [Partner's Name],

We are writing to reconcile our partnership account balances as of [Reconciliation Date]. After reviewing our records, we have noted the following account balances:

Description	Our Records	Your Records	Difference
Opening Balance	[Amount]	[Amount]	[Difference]
Income	[Amount]	[Amount]	[Difference]
Expenses	[Amount]	[Amount]	[Difference]
Closing Balance	[Amount]	[Amount]	[Difference]

Please review your records and confirm the accuracy of the balances listed above. If there are any discrepancies, let's arrange a time to discuss and resolve them.

Thank you for your prompt attention to this matter.

Sincerely,

Your Name
Your Position
Company Name
Contact Information