

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Bank's Name  
Bank's Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconciliation of my personal account balance for account number [Your Account Number].

As of [specific date], I have noted discrepancies between my personal records and the bank statements I have received. I would appreciate your assistance in reconciling the following transactions:

- [Transaction 1: Date, Amount, Description]
- [Transaction 2: Date, Amount, Description]
- [Transaction 3: Date, Amount, Description]

Please provide me with a detailed account statement for the period in question and any relevant documentation that can assist in resolving this matter. My intention is to ensure that our records match accurately.

Thank you for your prompt attention to this request. I look forward to your swift response.

Sincerely,  
[Your Name]