

Payment Reconciliation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Confirmation of Payment Reconciliation

Dear [Recipient's Name],

We are writing to confirm the reconciliation of payments for the period of [Insert Period]. After thorough review, we have verified that the total amount received matches our records.

The details are as follows:

- Total Amount Invoiced: [Insert Amount]
- Total Amount Received: [Insert Amount]
- Date of Confirmation: [Insert Date]

If you have any questions or discrepancies regarding this confirmation, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]