

Creditor Agreement for Account Reconciliation

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

Subject: Agreement for Account Reconciliation

We are writing to formally acknowledge and propose an agreement regarding the reconciliation of our accounts. As of [Insert Date], the outstanding balance recorded on our account is [Insert Amount]. We believe it is essential to address any discrepancies and reach a mutual understanding.

To facilitate this process, we propose the following terms:

- Review of account statements from [Start Date] to [End Date].
- Correction of any discrepancies identified during the review.
- Payment terms for any remaining balance, if applicable.

We suggest scheduling a meeting on or before [Insert Date] to discuss this matter in detail. Please let us know your available dates and times.

Thank you for your cooperation. We look forward to resolving this matter amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]