

Bank Statement Reconciliation

Date: [Insert Date]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Bank Name]

Attn: [Bank Contact Person]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Contact Person],

Subject: Bank Statement Reconciliation for Account #[Account Number]

We are writing to formally conduct a reconciliation of our bank statement for the period ending [Statement Date]. Upon reviewing our records, we have identified some discrepancies that need to be addressed.

According to our accounting records, our balance as of [Reconciliation Date] stands at [Your Balance]. However, according to your bank statement, the closing balance is [Bank Balance]. We have attached our detailed transactions and would like to clarify the following items:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We appreciate your assistance in resolving these discrepancies. Please let us know if you require any additional information or documentation to expedite this process.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]