

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Clarification Request on Bank Statement Reconciliation

I hope this message finds you well. I am writing to seek clarification regarding discrepancies I have encountered while reconciling my bank statement for the month of [Month, Year].

Upon reviewing the statement, I noticed the following items that require further explanation:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

Could you please provide clarification or supporting documentation for these items at your earliest convenience? This will assist me in ensuring that my records align accurately with the bank's records.

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

Sincerely,

[Your Name]