

Bank Statement Reconciliation Follow-Up

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent bank statement reconciliation process for the period ending [Insert Date]. As part of our routine review, we have identified some discrepancies that need to be addressed.

Specifically, we have noted the following issues:

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

In order to resolve these discrepancies, we kindly request your assistance in providing any additional information or clarification regarding the mentioned items. Our goal is to ensure that both parties' records are accurate and up to date.

Please feel free to contact me directly at [Your Phone Number] or [Your Email] if you require further details or wish to discuss this matter at your earliest convenience. Thank you for your attention to this issue, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]