

# Bank Statement Reconciliation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request assistance regarding the reconciliation of my bank statement for account number [Your Account Number] for the period of [Start Date] to [End Date].

Upon reviewing my records against the bank statement, I noticed discrepancies that I would like to clarify, specifically concerning the following transactions:

- [Description of Transaction 1 - date, amount, etc.]
- [Description of Transaction 2 - date, amount, etc.]
- [Description of Transaction 3 - date, amount, etc.]

I would appreciate it if you could provide clarification on these items at your earliest convenience. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]