

# Bank Statement Reconciliation

Date: [Insert Date]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

We are writing to request a reconciliation of our joint bank account, [Account Number], for the period of [Start Date] to [End Date]. We would like to verify the transactions recorded and ensure that our records align with yours.

Below are the details of our transactions:

- [Transaction Date] - [Transaction Description] - [Amount]
- [Transaction Date] - [Transaction Description] - [Amount]
- [Transaction Date] - [Transaction Description] - [Amount]

We appreciate your assistance in this matter and look forward to your prompt response. Please feel free to contact us if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Co-Account Holder's Name]

[Contact Information]