

Bank Statement Reconciliation

Date: [Date]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Reconciliation of Bank Statement for Loan Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a reconciliation of the bank statement for my loan account with the following details:

- Account Holder Name: [Your Name]
- Loan Account Number: [Your Loan Account Number]
- Statement Period: [Start Date] to [End Date]

After reviewing my records against the statement from [Start Date] to [End Date], I have identified some discrepancies that require clarification. I kindly ask you to provide a detailed reconciliation for my loan account.

Please find attached copies of my records for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]