

Account Reconciliation Request for Non-Payment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reconciliation of our account due to noted discrepancies in payments. The account number in question is [Insert Account Number].

As per our records, we have not received the payment scheduled for [Insert Date]. We would appreciate it if you could review your records and confirm the status of the payment. This information is vital for our accounting and helps maintain the integrity of our financial records.

Please find attached relevant documents that support our request.

Thank you for your prompt attention to this matter. I look forward to your reply at your earliest convenience.

Sincerely,

[Your Name]
[Your Position]
[Your Company]