

# Shipping Invoice Reconciliation

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to reconcile the shipping invoices related to our recent transactions. The details of the invoices in question are as follows:

<b>Invoice Number</b>	<b>Shipping Date</b>	<b>Amount</b>	<b>Status</b>
[Invoice #1]	[Shipping Date #1]	[Amount #1]	[Status #1]
[Invoice #2]	[Shipping Date #2]	[Amount #2]	[Status #2]

We would appreciate your prompt attention to this matter and kindly request confirmation of the reconciliation at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]