

Royalty Reconciliation Request

Date: [Insert Date]

[Recipient's Name]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconciliation of the royalties associated with [Specify the project, book, or product name] for the period of [Insert specific time period].

According to my records, I have identified some discrepancies that I would like to clarify. This includes [Briefly outline the discrepancies or issues you've noticed]. I believe a thorough review of our accounts will ensure accuracy and uphold our mutual agreement.

Attached, you will find supporting documents and detailed calculations for your review. I kindly ask if we could set up a time to discuss this matter further and work toward a resolution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]