

Invoice Reconciliation Proposal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to propose a reconciliation of invoices related to our recent transactions. After reviewing our records, we have identified discrepancies that we believe warrant a detailed examination.

Overview of Discrepancies

- Invoice Number: [001] - Amount Discrepancy
- Invoice Number: [002] - Duplicate Billing
- Invoice Number: [003] - Service Charge Error

Proposed Steps for Reconciliation

1. Review of all related invoices and payments.
2. Discussion to clarify any misunderstandings.
3. Adjustment of records as necessary.

We propose to schedule a meeting to discuss this matter further. Please let us know your availability for the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]