

# Finalized Payment Breakdown

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with the finalized payment breakdown for account reconciliation purposes. Below are the details of the payments made:

<b>Date</b>	<b>Description</b>	<b>Amount</b>
[Payment Date 1]	[Payment Description 1]	[Amount 1]
[Payment Date 2]	[Payment Description 2]	[Amount 2]
[Payment Date 3]	[Payment Description 3]	[Amount 3]
<b>Total</b>		<b>[Total Amount]</b>

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]