

# Payment Reconciliation Summary Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a payment reconciliation summary for my account with [Company Name]. It has come to my attention that there may be discrepancies regarding my account balance, and I would like to clarify these matters.

Please provide a detailed summary of my payments, including dates and amounts, as well as any outstanding balances as of [Insert Date]. This information will be greatly beneficial in reconciling my records with your accounts.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]