

Reconciliation Notice

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This notice serves as a formal reconciliation notification regarding our previous discrepancies in our records.

Upon reviewing our transactions, it has come to our attention that there are some differences that we would like to address:

- Transaction Date: [Insert Date] - Amount: [Insert Amount]
- Transaction Date: [Insert Date] - Amount: [Insert Amount]
- Transaction Date: [Insert Date] - Amount: [Insert Amount]

We kindly ask you to review your records and provide us with any information that may assist in resolving these discrepancies. Please feel free to refer to your account statements and verify the provided details.

If you have already addressed these items, please disregard this notice. However, if you need further clarification or assistance, do not hesitate to reach out to us.

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]