

Payment Portfolio Reconciliation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconciliation of our payment portfolio for the period of [Insert Date Range]. We have noticed some discrepancies in our records and would like to ensure that all transactions are accurately reflected.

For your reference, I have attached the relevant documents and transaction records that outline the discrepancies. We would appreciate if you could review them and provide us with a confirmation once the reconciliation has been completed.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]