

Subcontractor Accounts Reconciliation Overview

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Accounts Reconciliation Overview

Dear [Subcontractor Name],

We are writing to provide you with an overview of the accounts reconciliation process for the period ending [Insert Period End Date]. This document outlines the key components of the reconciliation and highlights any discrepancies for your review.

Reconciliation Summary

Description	Amount Due	Amount Paid	Balance
[Service/Project Name]	[Insert Amount Due]	[Insert Amount Paid]	[Insert Balance]

Discrepancies

Please review the following discrepancies that were noted during the reconciliation:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]

We kindly request that you review the details above and provide any feedback or necessary documentation to resolve the discrepancies by [Insert Response Deadline].

Thank you for your cooperation and attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]