

Reconciliation of Subcontractor Expenses

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

From: [Your Company Name]

[Your Company Address]

Subject: Expense Reconciliation for [Project Name]

Dear [Subcontractor Name],

We hope this message finds you well. As part of our routine financial review, we are reaching out to reconcile the expenses related to your activities on [Project Name].

According to our records, the following expenses have been recorded:

- Expense Item 1: \$[Amount]
- Expense Item 2: \$[Amount]
- Expense Item 3: \$[Amount]

Please review the attached documentation and confirm these expenses by [Response Deadline]. If there are any discrepancies or additional expenses to report, kindly provide your feedback at your earliest convenience.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]