

Financial Statement Reconciliation

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, ZIP Code]

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to conduct a financial statement reconciliation for the accounting period ending [Insert Date]. This is an essential part of our ongoing partnership to ensure that our records align accurately.

Please find attached the financial statements for our project [Project Name] for your review. We kindly ask you to compare these with your records and provide any discrepancies or confirmations by [Insert Response Deadline].

Should you require any further details or have any questions, please do not hesitate to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]