

Invoice Reconciliation Notification

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Subject: Invoice Reconciliation Notification

Dear [Subcontractor Name],

We hope this message finds you well. This letter is to inform you that we have completed the reconciliation process of your submitted invoices for the period of [Insert Period]. Below are the details:

Invoices Submitted:

- Invoice #1 - Amount: [Insert Amount] - Status: [Paid/Pending]
- Invoice #2 - Amount: [Insert Amount] - Status: [Paid/Pending]

If there are any discrepancies or issues regarding this reconciliation, please do not hesitate to reach out to us by [Insert Contact Method]. We appreciate your cooperation and look forward to continuing our partnership.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]