

Reconciliation Audit Overview

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Overview of Reconciliation Audit

Introduction

This letter serves to provide an overview of the reconciliation audit conducted for the period [Insert Period].

Objectives

- To verify the accuracy of financial records.
- To identify discrepancies in account balances.
- To ensure compliance with financial policies and regulations.

Methodology

The audit was conducted through the following steps:

1. Data collection from accounting systems.
2. Comparison of records against bank statements.
3. Analysis of all discrepancies found.

Findings

Key findings from the audit include:

- Identified discrepancies of [Insert Amount] due to [Insert Reason].
- Reconciliation of accounts resulted in a net balance of [Insert Balance].
- Recommendations for improved accounting practices.

Conclusion

The reconciliation audit highlights the importance of regular reviews and accurate financial reporting. We look forward to discussing these findings in more detail.

Next Steps

Please let us know a convenient time for a meeting to further discuss the results and recommendations of this audit.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]