

# Royalty Payment Reconciliation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to provide a detailed reconciliation of the royalty payments due to you for the [specific period].

## Royalty Payment Summary

Period	Total Sales	Royalty Rate	Amount Due
[Insert Period]	[Total Sales Amount]	[Royalty Rate]	[Amount Due]

## Previous Payments

Payment Date	Amount Paid
[Previous Payment Date]	[Previous Amount Paid]

After reconciling the above figures, the total outstanding amount for the current period is [Total Outstanding Amount]. We appreciate your cooperation in resolving this matter promptly.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]