

Multi-Unit Billing Account Reconciliation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a reconciliation of your multi-unit billing account with us, encompassing the period from [Start Date] to [End Date]. Our goal is to ensure that all charges and credits have been accurately accounted for on your account.

According to our records, here is the summary of your accounts:

Unit Number	Billing Period	Amount Charged	Payments Received	Balance Due
[Unit 1]	[Billing Period 1]	[Amount Charged 1]	[Payments Received 1]	[Balance Due 1]
[Unit 2]	[Billing Period 2]	[Amount Charged 2]	[Payments Received 2]	[Balance Due 2]

If you find any discrepancies or have any questions regarding this reconciliation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]