

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Clarification on Bank Reconciliation

I hope this message finds you well. I am writing to request clarification regarding the bank reconciliation for my account [Account Number] for the month of [Month, Year].

Upon reviewing the bank statements, I noticed some discrepancies that I would like to address. Specifically, [briefly describe the discrepancies or issues]. I believe that resolving these issues is important to maintain accurate financial records.

Could you please provide clarification on the following points?

1. [Detail specific point 1]
2. [Detail specific point 2]
3. [Detail specific point 3]

Your assistance in this matter would be greatly appreciated. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]