

Bank Reconciliation Feedback Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Bank Name]

[Bank Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your feedback regarding our recent bank reconciliation process for the period ending [Insert Period End Date]. Your insights are invaluable in ensuring that our records accurately reflect our financial standing and fulfill our compliance requirements.

Please find enclosed the reconciliation statement for your review. I would appreciate it if you could provide your feedback by [Insert Deadline for Feedback]. Should you require any further information or clarification, feel free to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]