

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to follow up on the bank reconciliation statement for [specific period, e.g., "the month of August 2023"] that was submitted on [submission date]. As we approach the end of the current month, I would appreciate it if you could provide an update on the status of this reconciliation.

It is crucial for our financial records to remain accurate and up-to-date, and your assistance in this matter is greatly valued. If there are any discrepancies or concerns regarding the reconciliation, please let me know so that we can address them promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]