

# **Bank Reconciliation Inquiry Request**

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Bank Name]**

[Bank Address]

[City, State, Zip Code]

Subject: Bank Reconciliation Inquiry Request

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request a detailed bank reconciliation for my account [Your Account Number] for the period of [Start Date] to [End Date].

Due to [brief explanation of the reason for the inquiry, e.g., discrepancies noticed, transactions not matching, etc.], I would appreciate your assistance in providing the necessary information to clarify these discrepancies.

Kindly include details such as transactions, dates, amounts, and any other relevant information. Your prompt response to this request will be greatly appreciated.

Thank you for your attention to this matter. I look forward to your swift reply.

Best regards,

[Your Name]