

Financial Reconciliation Letter

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Financial Reconciliation Regarding Contract Discrepancies

I hope this letter finds you well. We are writing to bring to your attention some discrepancies we have identified in the financial reconciliation process relating to our contract [Contract Number/Title], dated [Contract Date].

Upon reviewing our records, we found the following discrepancies:

- Issue 1: [Description of discrepancy]
- Issue 2: [Description of discrepancy]
- Issue 3: [Description of discrepancy]

We believe these discrepancies may have arisen due to [reason, if known]. To resolve these issues efficiently, we would appreciate your prompt attention to review the particulars of these discrepancies. We are open to discussing this matter further at your earliest convenience.

Thank you for your attention to this important issue. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]