

Financial Reconciliation for Account Discrepancies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to address discrepancies identified in your account during our recent financial reconciliation process, covering the period of [Insert Period]. We value our relationship with you and strive to maintain transparency in all financial dealings.

Upon reviewing your account, we found the following discrepancies:

| Date | Description | Recorded Amount | Discrepancy Amount |
|--------|---------------|-------------------|----------------------|
| [Date] | [Description] | [Recorded Amount] | [Discrepancy Amount] |

We kindly request your assistance in resolving these discrepancies. Please review the information provided and let us know if you have any supporting documentation or additional information regarding these items. Your prompt response will help us correct any errors and ensure accurate account management.

Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company's Address]

[City, State, Zip Code]