

Letter of Financial Reconciliation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some discrepancies I have noticed regarding the recent bills I received for [specific services/products]. Upon reviewing my financial records, it appears that there are certain billing errors that require clarification and correction.

Specifically, I have identified the following issues:

- Invoice #[Invoice Number] dated [Invoice Date] shows a charge of [Charge Amount] which differs from the agreed amount of [Agreed Amount].
- Invoice #[Invoice Number] dated [Invoice Date] lists a service that was not provided on [Service Date].

To facilitate the reconciliation process, I have attached copies of the relevant invoices and supporting documents. I kindly request that these discrepancies be reviewed and the necessary adjustments made to my account.

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

Sincerely,

[Your Name]

[Your Position, if applicable]