

Financial Reconciliation Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address the recent transaction anomalies we identified in the financial records related to [specific transaction or period]. After a thorough review, discrepancies were noted that require reconciliation.

Details of the anomalies are as follows:

- Transaction ID: [Insert ID] - [Description of anomaly]
- Transaction ID: [Insert ID] - [Description of anomaly]
- Transaction ID: [Insert ID] - [Description of anomaly]

We believe these discrepancies may be due to [potential reasons]. To ensure proper reconciliation, we would appreciate your assistance in reviewing the highlighted transactions and providing any necessary documentation.

Please let us know a convenient time for us to discuss this matter further or if you require additional information from our side. Thank you for your attention to this important issue. We look forward to resolving it promptly.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]