

Financial Reconciliation Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. We are writing to address some discrepancies we have identified in our recent financial statements exchange. In reviewing the accounts, we noticed the following variances:

- Account: [Account Name] - Discrepancy Amount: [Amount] - [Brief Description]
- Account: [Account Name] - Discrepancy Amount: [Amount] - [Brief Description]
- Account: [Account Name] - Discrepancy Amount: [Amount] - [Brief Description]

To ensure accuracy and compliance, we kindly request your assistance in reconciling these discrepancies. Please find attached the relevant documents for your review. We propose to schedule a meeting on [Proposed Date] to discuss these issues further.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]