

Tax Invoice Reconciliation Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about a reconciliation process regarding the tax invoices issued to your account. Our records indicate discrepancies that require your attention to ensure accurate accounting.

Please review the attached invoice details and cross-check them against your records. The specific invoices in question are:

- Invoice Number: [Insert Invoice Number 1] - Date: [Insert Date 1] - Amount: [Insert Amount 1]
- Invoice Number: [Insert Invoice Number 2] - Date: [Insert Date 2] - Amount: [Insert Amount 2]

We kindly ask that you provide us with your feedback or any corrections by [Insert Deadline Date]. If the information is accurate, please confirm receipt of this notice.

Should you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]