

Financial Reconciliation Approval Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

We are writing to formally request your approval for the financial reconciliation of the [Project Name] conducted for the period [Start Date] to [End Date]. The reconciliation has been completed, and all financial documents have been reviewed and verified for accuracy.

Summary of financial reconciliation:

- Total Budget: \$[Insert Amount]
- Total Expenditure: \$[Insert Amount]
- Variance: \$[Insert Amount]

Attached to this letter, you will find the detailed reconciliation report along with all supporting documentation for your review.

We kindly ask for your approval by [Insert Deadline]. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]