

# Project Financial Reconciliation Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Financial Reconciliation for [Project Name]

Dear [Recipient Name],

We are writing to confirm the financial reconciliation for the project [Project Name], covering the period from [start date] to [end date]. We have reviewed the financial statements, expenditures, and revenue generated during this period and would like to confirm the following:

- Total Budget Allocated: [Amount]
- Total Expenditures: [Amount]
- Total Revenues: [Amount]
- Net Profit/Loss: [Amount]

We appreciate your cooperation and support throughout this project. Should you have any questions or need further details regarding the reconciliation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]