

Project Financial Reconciliation Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

Subject: Follow-Up on Project Financial Reconciliation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the financial reconciliation for the [Project Name] project which was conducted on [Date of Reconciliation]. As we continue to progress, it is essential to ensure that all financial records are accurately aligned.

As per our last discussion, I would appreciate your confirmation on the following items:

- Status of outstanding invoices
- Any discrepancies identified during the reconciliation
- Updates on budget adjustments

Please provide the requested information by [Deadline]. This will help us to maintain our project timelines and ensure transparency in our financial dealings.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]