

Customer Account Reconciliation Adjustment

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to your account as part of our reconciliation process. After reviewing your account, we identified the following discrepancies:

- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]
- Transaction Date: [Date] - Amount: [Amount] - Description: [Description]

As a result of this review, we have adjusted your account balance to reflect these corrections. Your updated account balance is now [New Balance].

If you have any questions regarding this adjustment, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]