

Customer Account Reconciliation Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the reconciliation of our customer account with your records.

We have conducted our internal review and noticed some discrepancies that we would like to resolve as soon as possible. Below are the details of the transactions in question:

- Transaction Date: [Date]
- Invoice Number: [Invoice Number]
- Amount: [Amount]

We would appreciate it if you could provide us with the supporting documentation for these transactions or let us know if our records require further adjustments.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]