

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reconciliation of our accounts to ensure accuracy in our financial records.

We have noticed some discrepancies in our account statements and would like to clarify the following transactions: [List specific transactions or details].

Kindly review the attached documents and provide the necessary information to facilitate this reconciliation process. Your prompt attention to this matter is highly appreciated.

Thank you for your cooperation. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]