

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Credit Balance Reconciliation Request**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reconciliation of my credit balance associated with my account [Account Number] at [Institution Name].

Upon reviewing my records, I identified discrepancies that I believe may affect the accuracy of my current balance. I would appreciate your assistance in reconciling the following transactions:

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

Could you please validate these transactions and provide me with an updated statement of my credit balance? If you need any further details or documentation from my side, feel free to let me know.

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

Sincerely,

[Your Name]