

Financial Reconciliation Offer

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Address Line 1]
[Address Line 2]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address Line 1]
[Recipient's Address Line 2]
[Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to propose a financial reconciliation offer regarding the discrepancies identified in our previous accounts. Our review has highlighted certain areas that require clarification and adjustment.

We believe that reconciling these financial discrepancies will strengthen our ongoing partnership and provide us both with a clearer understanding of our financial dealings.

To facilitate this process, we suggest scheduling a meeting to discuss the specific points that require reconciling. Please let us know your availability for the upcoming week, and we will do our best to accommodate.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]