

Logistics Billing Reconciliation

Date: **[Insert Date]**

To,

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear **[Recipient's Name]**,

We hope this letter finds you well. We are writing to initiate the billing reconciliation process for the logistics services rendered during the period of **[Start Date]** to **[End Date]**.

Attached are the invoices and supporting documents for our records:

- Invoice #**[Invoice Number]** - **[Amount]**
- Invoice #**[Invoice Number]** - **[Amount]**
- Logistics Service Report for **[Period]**

We request your prompt attention to reviewing the attached documents and providing us with any discrepancies you might find. Please confirm receipt and feel free to reach out if you need any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]