

Financial Audit Reconciliation Agreement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as an agreement regarding the reconciliation of financial audit discrepancies identified during the audit period of [Insert Period]. Both parties acknowledge the importance of accurate financial reporting and compliance with applicable accounting standards.

1. **Identification of Discrepancies:** The discrepancies identified include the following:

- [Discrepancy 1 Description]
- [Discrepancy 2 Description]
- [Discrepancy 3 Description]

2. **Reconciliation Process:** The process for reconciliation will include:

1. [Step 1 of Reconciliation]
2. [Step 2 of Reconciliation]
3. [Step 3 of Reconciliation]

3. **Timeline:** The reconciliation process will be completed by [Insert Date].

We appreciate your cooperation and commitment to resolving this matter promptly. Please sign below to confirm your agreement with the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted By:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

Date: _____