

# Letter of Financial Audit Reconciliation Confirmation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are conducting our annual financial audit and would like to confirm the details regarding our reconciliation processes.

Please review the following information and confirm its accuracy:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Balance as of [Date]: \$[Amount]
- Transactions recorded from [Start Date] to [End Date]: [Transaction Details]

Should you have any discrepancies or require additional information, please do not hesitate to contact us at [Your Contact Information].

We appreciate your prompt attention to this matter and look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]