

Financial Audit Reconciliation Summary

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Subject: Financial Audit Reconciliation Summary

Dear [Recipient's Name],

We are pleased to present the Financial Audit Reconciliation Summary for the period ending [Insert Date]. This summary outlines the key findings from our audit of your financial records, highlighting discrepancies and reconciliations made during our review.

Reconciliation Overview

Description	Book Amount	Audit Amount	Difference
Cash Balance	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Amount]]
Accounts Receivable	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Amount]]
Total Liabilities	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Amount]]
Net Income	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Amount]]

Conclusion

In conclusion, we recommend that adjustments be made to your financial records to correct discrepancies noted above. Should you have any questions or require further clarification regarding this summary, please do not hesitate to contact us.

Thank you for your cooperation during this audit process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]