

Annual Bank Reconciliation Statement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Annual Bank Reconciliation Statement for the Year Ended [Insert Year]

Dear [Bank Manager's Name],

As part of our annual audit process, we have prepared the bank reconciliation statement for the year ended [Insert Year]. Please find below the summary of transactions and balances:

Bank Reconciliation Summary

Description	Amount
Balance as per Bank Statement	[Insert Amount]

Add: Deposits in Transit	[Insert Amount]
Less: Outstanding Checks	[Insert Amount]
Adjusted Bank Balance	[Insert Amount]
Balance as per Books	[Insert Amount]
Difference	[Insert Amount]

We kindly request your assistance in confirming the bank details and reconciling any discrepancies noted.

Thank you for your cooperation. Please feel free to reach out to me if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]