

Bank Reconciliation Statement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Bank Reconciliation Statement for [Account Number]

Dear [Bank Manager's Name],

I am writing to present the bank reconciliation statement for the business account referenced above for the period ending [Insert Date].

Following is the summary of the reconciliation:

- Ending Balance per Bank Statement: \$[Insert Amount]
- Ending Balance per Company Records: \$[Insert Amount]
- Adjustments: \$[Insert Amount]
- Reconciled Balance: \$[Insert Amount]

Attached are the necessary documents supporting this reconciliation, including copies of bank statements and relevant company records.

Please review the attached reconciliation and do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]