

Bank Reconciliation Discrepancy Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Notification of Bank Reconciliation Discrepancy

We have recently completed our bank reconciliation for the period ending [Insert Period End Date] and have identified a discrepancy between our records and the bank statement.

The details of the discrepancy are as follows:

- Transaction Date: [Insert Transaction Date]
- Transaction Description: [Insert Description]
- Our Records Amount: [Insert Amount]
- Bank Statement Amount: [Insert Amount]

We kindly request your assistance in investigating this matter to resolve the discrepancy. Please provide any documentation or information you may have regarding this transaction.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]