

Monthly Bank Reconciliation Statement

Date: [Insert Date]

To,
[Bank Name]
[Bank Address]
[City, State, Zip]

Dear [Bank Manager's Name],

I hope this letter finds you well. Please find attached our Monthly Bank Reconciliation Statement for the period ending [Insert Period End Date].

Reconciliation Details

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 Company Records	[Insert Amount]

If there are any discrepancies or further clarifications required, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]