

Personal Bank Reconciliation Overview

Date: [Insert Date]

To: [Your Name]

From: [Your Bank's Name]

Reconciliation Summary

Account Holder: [Your Name]

Account Number: [Your Account Number]

Bank Statement Balance

As of [Bank Statement Date]: \$[Bank Statement Balance]

Outstanding Transactions

- [Transaction 1 - Description and Amount]
- [Transaction 2 - Description and Amount]
- [Transaction 3 - Description and Amount]

Adjustments

Total Adjustments: \$[Total Adjustments]

Your Balance

Adjusted Balance: \$[Adjusted Balance]

Conclusion

Please review the above information and let us know if you have any questions or discrepancies.

Sincerely,

[Your Bank's Name]