

# Year-End Bank Reconciliation Announcement

Dear [Recipient's Name],

As we approach the end of the fiscal year, we would like to remind you of the upcoming year-end bank reconciliation process. This is an essential step in ensuring the accuracy of our financial records and confirming that our bank statements align with our internal accounts.

Please ensure that all financial transactions for the year are recorded by [insert deadline date]. Additionally, we kindly ask you to review your accounts and submit any discrepancies you may find by [insert deadline date].

Our team will be available for any questions or assistance you may need during this process. You can reach us at [insert contact information]. Thank you for your cooperation and support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]