

Balance Sheet Reconciliation Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Balance Sheet Reconciliation for [Period]

We are writing to formally present the balance sheet reconciliation for [Company Name] for the period ending [Date]. The objective of this reconciliation is to ensure the accuracy and completeness of our financial records.

Upon review, the following discrepancies have been identified between our records and your accounts:

- [Describe discrepancy 1]
- [Describe discrepancy 2]
- [Describe discrepancy 3]

We have attached our detailed reconciliation statement for your review. We recommend that both parties review the information closely to identify any potential errors.

To resolve these discrepancies, we kindly request your cooperation in reviewing the attached documents and providing any necessary corrections or confirmations by [Response Deadline].

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]