

Accounts Reconciliation Inquiry

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the reconciliation of accounts for [specific period or project]. We have noticed some discrepancies in our records, and I would like to clarify these items to ensure that our accounts are accurate.

Please find the details below:

- Account Number: [Account Number]
- Date Range: [Start Date] to [End Date]
- Discrepancy Description: [Brief Description of Discrepancies]

Could you please review the accounts and provide any relevant information that could assist in reconciling these discrepancies? Your timely response would be greatly appreciated, as it will help us maintain accurate financial records.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]