

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Subject: Accrued Expenses Reconciliation for Internal Auditing

Dear [Recipient Name],

As part of our internal auditing procedures, we are conducting a reconciliation of accrued expenses for the period ending [Insert Period End Date]. This process is vital for ensuring the accuracy of our financial statements and compliance with accounting standards.

Please find below the details of the accrued expenses recorded in our financial records:

Expense Type	Amount Accrued	Invoice Number	Date of Accrual
[Expense Type 1]	[Amount Accrued 1]	[Invoice Number 1]	[Date of Accrual 1]
[Expense Type 2]	[Amount Accrued 2]	[Invoice Number 2]	[Date of Accrual 2]

We request that you review and provide confirmation of these amounts by [Insert Response Due Date]. Should there be any discrepancies or additional information required, please do not hesitate to reach out.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]