

# Accrued Expenses Reconciliation

Date: [Insert Date]

To: [Tax Advisor/Accountant Name]

Company: [Company Name]

Address: [Company Address]

Dear [Tax Advisor/Accountant Name],

We are providing this letter to outline the accrued expenses reconciliation for the fiscal year ending [Insert Year] as part of our tax preparation process.

## Accrued Expenses Summary

Expense Type	Accrued Amount	Period
[Expense Type 1]	[Amount]	[Period]
[Expense Type 2]	[Amount]	[Period]

The total accrued expenses for the year amount to [Total Amount]. This amount has been verified against the financial statements and is accurately reflected in our accounts.

Please let us know if you require any additional documentation or clarification regarding these accrued expenses.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]