

# Accrued Expenses Reconciliation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Year-End Accrued Expenses Reconciliation

Dear [Recipient Name],

As part of our year-end closing process, we have conducted a reconciliation of accrued expenses for the fiscal year ended [Insert Year]. The purpose of this letter is to summarize the accrued expenses recorded and to ensure that our records align.

## Summary of Accrued Expenses

Description	Amount	Due Date
[Expense Description 1]	[Amount 1]	[Due Date 1]
[Expense Description 2]	[Amount 2]	[Due Date 2]
<b>Total</b>	<b>[Total Amount]</b>	

We kindly ask you to review the above entries and confirm that they are accurate by [Insert Confirmation Date]. If you have any discrepancies or additional accrued expenses to report, please reach out to us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]