

# Intercompany Transaction Reconciliation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request a reconciliation of intercompany transactions between [Your Company Name] and [Recipient's Company] for the period of [Insert Period].

To ensure the accuracy of our financial records and facilitate the preparation of consolidated financial statements, we would appreciate your cooperation in reviewing the following transactions:

- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Transaction Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]

Please confirm the above transactions or provide any discrepancies by [Insert Response Deadline]. If you require additional information or documentation, feel free to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]