

# Monthly Accounts Receivable Reconciliation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. As part of our ongoing efforts to maintain accurate records and foster a transparent financial relationship, we are conducting our monthly accounts receivable reconciliation.

Attached to this letter, you will find the detailed summary of your current account status, including all outstanding invoices, payments received, and any adjustments made during the month of [Insert Month]. We kindly ask that you review this document and confirm that the information aligns with your records.

If you have any discrepancies or require further clarification, please do not hesitate to reach out to us by [Insert Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]