

# Reconciliation Statement for Receivables

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to provide you with the reconciliation statement for receivables as of [Insert Date]. Please find below the details:

Description	Amount	Status
Invoice #1	[Amount]	[Paid/Pending]
Invoice #2	[Amount]	[Paid/Pending]

Total Receivables: [Total Amount]

Please review the statement and confirm if you have any discrepancies or further inquiries. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]