

Year-End Accounts Receivable Reconciliation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting our year-end accounts receivable reconciliation and would like to confirm the outstanding balances as of [Insert Date]. Please find below the details for your account:

Current Balance Summary

Invoice Number	Invoice Date	Due Date	Amount	Status
[Invoice #1]	[Date]	[Due Date]	[Amount]	[Status]
[Invoice #2]	[Date]	[Due Date]	[Amount]	[Status]

Total Outstanding Balance: [Total Amount]

Please review the information above and provide any discrepancies by [Insert Response Deadline Date]. Your prompt response will assist us in finalizing our records accurately.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]