

Pricing Reconciliation Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Pricing Reconciliation Summary for [Project/Service Name]

Summary

Dear [Recipient's Name],

We have completed the pricing reconciliation for [Project/Service Name]. Below is a summary of our findings:

Original Pricing

- Item 1: [Original Price]
- Item 2: [Original Price]
- Item 3: [Original Price]

Revised Pricing

- Item 1: [Revised Price]
- Item 2: [Revised Price]
- Item 3: [Revised Price]

Difference

- Item 1: [Difference]
- Item 2: [Difference]
- Item 3: [Difference]

Please review the attached documents for more detailed information. If you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]