

Account Balance Reconciliation Confirmation

Date: [Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the reconciliation of our account balances as of [Reconciliation Date]. Below are the details of our account:

Account Number	Account Name	Balance as per our records	Balance as per your records
[Account Number]	[Account Name]	[Your Balance]	[Recipient's Balance]

If the balances listed above match your records, please confirm by signing and returning the attached acknowledgment. In case of discrepancies, do not hesitate to contact us for further review.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Email Address]