

Account Balance Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reconciliation of our account balance as of [Insert Date]. We have identified some discrepancies in our records and would like to ensure that both parties have accurate and consistent information.

Please provide us with a detailed account statement that includes all transactions and corresponding dates for the period of [Insert Start Date] to [Insert End Date]. This will help us in reconciling our accounts accurately.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]