

# Monthly Account Balance Reconciliation Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Monthly Account Balance Reconciliation Update

Dear [Recipient's Name],

I hope this message finds you well. As part of our routine financial process, I am writing to provide you with the monthly account balance reconciliation update for the period ending [Insert End Date].

## Account Summary

Account Name	Account Number	Balance as of [Date]	Reconciliation Status
[Account 1]	[Account Number 1]	[Balance 1]	[Status 1]
[Account 2]	[Account Number 2]	[Balance 2]	[Status 2]

Please review the attached document for a detailed breakdown and any discrepancies noted during the reconciliation process. Should you have any questions or require further clarifications, feel free to reach out to me.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]