

Accounting Department

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Account Reconciliation Query

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy that has been identified during our recent account reconciliation process.

The details of the issue are as follows:

- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **Discrepancy Amount:** [Insert Amount]
- **Description of Discrepancy:** [Insert Description]

We kindly request your assistance in resolving this matter at your earliest convenience. Please let us know if you need any additional information or documentation to facilitate this process.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]