

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a disagreement regarding the account reconciliation for [specify account or period] as outlined in the recent statements provided to me.

Upon reviewing the documents, I noticed several discrepancies, including:

- [Specify discrepancy 1]
- [Specify discrepancy 2]
- [Specify discrepancy 3]

I believe these discrepancies warrant further investigation, and I would appreciate your prompt attention to this matter. I am hopeful that we can resolve this disagreement amicably.

Please let me know a suitable time for us to discuss this, or feel free to contact me at your earliest convenience. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position, if applicable]