

Payroll Tax Reconciliation Findings Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Payroll Tax Reconciliation Findings Summary

Introduction

This letter serves to summarize the findings from the recent payroll tax reconciliation for the period ending [Insert Period].

Findings Overview

- **Total Payroll Taxes Collected:** \$[Insert Amount]
- **Total Payroll Taxes Remitted:** \$[Insert Amount]
- **Discrepancy Identified:** \$[Insert Amount] (Details below)

Details of Discrepancies

[Provide a detailed explanation of any discrepancies, including sources of information and potential recommendations for resolution.]

Conclusion

We recommend addressing the identified discrepancies by [Insert Recommendations]. Please feel free to reach out if you have any questions or require further information.

Contact Information

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]