

Account Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Account Reconciliation for Audit Purposes

I hope this message finds you well. As part of our upcoming audit engagement, we are required to perform a reconciliation of our accounts. We would like to kindly request your assistance in providing the necessary documentation and information to facilitate this process.

Specifically, we request that you provide us with the following:

- Detail of account transactions for the period [Start Date] to [End Date].
- Statements detailing outstanding balances as of [Specific Date].
- Any relevant correspondence regarding account discrepancies or adjustments.

We aim to ensure a smooth and comprehensive audit process, and your cooperation is invaluable in achieving this goal. If you require any further information or clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]