

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reconciliation of our accounts, specifically regarding the outstanding balances that have not yet been settled. As of [Insert Date], our records indicate discrepancies that we would like to clarify to ensure both parties are aligned.

We would appreciate it if you could provide us with the detailed account statements for the period of [Insert Time Period] to help us identify and resolve any discrepancies.

Please let us know a convenient time for you to discuss this further or if you require any additional information from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]