

Account Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Position]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. We are writing to request an account reconciliation of our partnership accounts for the period ending [Insert Date]. As part of our ongoing effort to maintain accurate records and ensure transparency, we believe that a thorough review of our accounts will be beneficial for both parties.

We kindly ask you to provide us with your records for the aforementioned period so that we can verify and align our account balances. Please let us know a convenient time for us to discuss any discrepancies that may arise.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]