

Account Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an account reconciliation for the purpose of preparing my tax filings for the year [insert year]. It is essential for me to ensure that all of my transactions accurately reflect in order to comply with tax regulations.

Could you please provide a detailed statement of my account, including any discrepancies that may need to be addressed? Specifically, I would appreciate insights into the following:

- All transactions made within the year [insert year]
- Any pending transactions or adjustments
- Confirmation of account balance as of [insert date]

Your timely assistance in this matter would be greatly appreciated, as it will aid in ensuring that I meet my tax obligations properly. Please let me know if you require any further information from my side to facilitate this request.

Thank you very much for your consideration.

Sincerely,

[Your Name]