

Vendor Payment Reconciliation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

As part of our year-end financial review process, we are conducting a reconciliation of payments made to our vendors. We kindly request your assistance in reviewing our records to ensure accuracy and resolve any discrepancies.

Enclosed, you will find a summary of the payments we have made to your organization during the fiscal year [Insert Year]. We ask that you verify the amounts and respond by [Insert Response Deadline] with any discrepancies or confirmations.

Should you have any questions or require further details, please do not hesitate to contact us at [Insert Contact Information]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]