

# Account Reconciliation Acknowledgement

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge the receipt of the account statements for reconciliation for the period of [Insert Period]. We appreciate your promptness in sending these statements.

We will review the statements and confirm if all transactions are accurately recorded. Should any discrepancies arise, we will reach out to you for further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]