

Account Reconciliation Appeal for Adjustments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for an adjustment regarding the account reconciliation of [Account Number] for the period of [Start Date] to [End Date]. Upon reviewing the statements and transactions, I have identified discrepancies that require rectification.

Specifically, the following adjustments are requested:

- [Describe the first discrepancy and the adjustment requested]
- [Describe the second discrepancy and the adjustment requested]
- [Describe any additional discrepancies and requested adjustments]

Attached to this appeal are copies of relevant documentation supporting my claims, including [list any attached documents, such as statements, invoices, etc.]. I believe these documents clearly illustrate the discrepancies and will assist in the adjustment process.

I kindly request a review of my appeal and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]