

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Audit Firm Name]

[Audit Firm Address]

[City, State, ZIP Code]

## **Subject: Account Reconciliation Confirmation**

Dear [Auditor's Name],

We hereby confirm that we have reconciled the accounts for the period ending [Reconciliation Date]. The following details summarize the account activities:

- **Account Number:** [Account Number]
- **Account Balance as of [Date]:** \$[Amount]
- **Adjustments Made:** \$[Amount]
- **Final Adjusted Balance:** \$[Amount]

We affirm that this reconciliation is accurate and reflects all pertinent transactions. If you require any further information or supporting documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]