

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to follow up on our recent account reconciliation process. Upon reviewing the accounts, I noticed several discrepancies that require your attention.

Specifically, the following issues have been identified:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

To ensure that our records are aligned, I kindly request your assistance in clarifying these items at your earliest convenience. If needed, I am available for a meeting to discuss these discrepancies in detail.

Thank you for your prompt attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]