

Account Reconciliation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your assistance in reconciling my account, as I have noted several transactions that appear to be missing from my records.

Below are the details of the transactions in question:

- Transaction Date: [Insert Date 1] | Amount: [Insert Amount 1] | Description: [Insert Description 1]
- Transaction Date: [Insert Date 2] | Amount: [Insert Amount 2] | Description: [Insert Description 2]
- Transaction Date: [Insert Date 3] | Amount: [Insert Amount 3] | Description: [Insert Description 3]

I would appreciate it if you could look into this matter and provide clarification on the status of these transactions. If any additional information is required from my end, please do not hesitate to contact me.

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

Sincerely,

[Your Name]