

Project Accounting Reconciliation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Project Accounting Reconciliation for Audit Preparation

We are in the process of preparing for the upcoming audit and wish to confirm the reconciliation of our project accounting records for [Project Name/Identifier] as of [Reconciliation Date]. This letter serves to outline our efforts in ensuring that all financial transactions related to the project are accurately recorded and accounted for.

Below is a summary of the reconciliations conducted:

- Total Project Budget: [Amount]
- Total Expenditures to Date: [Amount]
- Remaining Budget: [Amount]
- Outstanding Invoices: [Number and Amount]
- Discrepancies Noted: [Describe any discrepancies if applicable]

We have attached detailed supporting documents, including invoices and expense reports, for your review. Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]