

Contractor Budget Reconciliation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconciliation of the budget for the [Project Name/Description], which was initiated on [Start Date]. As we progress with the project, I believe it is essential to ensure that our financial records are aligned.

According to our records, the expenditures to date are as follows:

- Budgeted Amount: \$[Amount]
- Actual Expenses: \$[Amount]
- Remaining Budget: \$[Amount]

To streamline our financial planning, I kindly ask for your assistance in reconciling these figures and providing an updated budget status by [Requested Date]. This will help avoid any potential discrepancies and ensure that we remain on track moving forward.

Thank you for your attention to this matter. Please feel free to reach out if you require any additional information or documentation from our side.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]