

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Business Partner Company Name]

[Business Partner Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to request your assistance in reconciling our accounts as of [insert date or period]. We have identified some discrepancies that we believe might require your review.

For your reference, we have attached the relevant documents highlighting the inconsistencies. We kindly ask that you review these at your earliest convenience and provide us with your records to facilitate a thorough reconciliation.

Thank you for your attention to this matter. We appreciate your prompt response, and we look forward to resolving the discrepancies together.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]