

# Reconciliation Adjustment Proposal

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Reconciliation Adjustment Proposal

Dear [Partner's Name],

I hope this message finds you well. As we progress through our partnership, I wanted to address some discrepancies that have been identified in our financial records.

After a detailed review, I propose the following adjustments:

- Adjustment 1: [Description and Amount]
- Adjustment 2: [Description and Amount]
- Adjustment 3: [Description and Amount]

These adjustments aim to align our financial accounts and ensure a transparent and fair partnership. I believe that by implementing these changes, we can enhance our collaboration and maintain a healthy business relationship.

I am looking forward to your feedback on this proposal. Please let me know a suitable time for us to discuss this matter further.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]