

Reconciliation Report Submission

Date: [Insert Date]

To,

[Business Partner's Name]

[Business Partner's Title]

[Business Partner's Company]

[Business Partner's Address]

Dear [Business Partner's Name],

Subject: Submission of Reconciliation Report

We are pleased to submit the reconciliation report for the period [Insert Period]. This report outlines the discrepancies observed and the corrective actions taken to ensure accuracy in our records.

Key Findings:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Please find attached the detailed reconciliation report for your review. We appreciate your cooperation and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]