

# Request for Invoice Reconciliation Assistance

From: [Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request assistance with a reconciliation of invoices related to [specific project or service].

Upon reviewing our records, I have noticed some discrepancies between the invoices submitted and our accounting entries. To ensure accuracy and transparency, I would like to schedule a meeting to discuss these discrepancies and work towards a resolution.

Could you please provide your available dates and times for this discussion? Your support in this matter will be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]