

Invoice Reconciliation Follow-Up

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the reconciliation of invoices dated [insert invoice dates]. We aim to ensure that all records are accurate and up to date for our mutual benefit.

As per our previous correspondence, we noted discrepancies concerning the following invoices:

- Invoice #[Insert Invoice Number 1] - Amount: [Insert Amount]
- Invoice #[Insert Invoice Number 2] - Amount: [Insert Amount]
- Invoice #[Insert Invoice Number 3] - Amount: [Insert Amount]

We kindly request your assistance in reconciling these invoices at your earliest convenience. If you need any further information or documentation from our end, please do not hesitate to ask.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]