

Invoice Reconciliation Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose a reconciliation of our invoices for the period of [specify period].

As per our records, we have identified some discrepancies that we believe require clarification. Our intention is to ensure that both parties have accurate financial records and a clear understanding of any outstanding amounts.

Details of Discrepancies:

- Invoice # [Invoice Number] - [Brief Description of Discrepancy]
- Invoice # [Invoice Number] - [Brief Description of Discrepancy]
- Invoice # [Invoice Number] - [Brief Description of Discrepancy]

We suggest scheduling a meeting to discuss this matter in detail. Please let us know your available dates and times.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]