

Yearly Invoice Reconciliation Report

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to present our Yearly Invoice Reconciliation Report for the period of [Start Date] to [End Date]. This report summarizes the invoices issued, payments received, and any discrepancies found during the reconciliation process.

Summary of Invoices

Invoice Number	Date Issued	Amount	Status
[Invoice #1]	[Date]	[Amount]	[Paid/Pending]
[Invoice #2]	[Date]	[Amount]	[Paid/Pending]

Reconciliation Summary

Total Invoiced: [Total Amount]

Total Paid: [Total Amount]

Outstanding Amount: [Total Amount]

Discrepancies

[Details of any discrepancies found during reconciliation]

We appreciate your prompt attention to this matter and look forward to resolving any outstanding issues. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]