

Account Statement Reconciliation Approval

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Approval of Account Statement Reconciliation

Dear [Recipient Name],

I am writing to confirm the reconciliation of the account statements for the period of [Insert Period]. After reviewing the attached documents, I am pleased to approve the reconciliation.

Please find the details below:

- Account Number: [Insert Account Number]
- Previous Balance: [Insert Previous Balance]
- Current Balance: [Insert Current Balance]
- Total Transactions: [Insert Total Transactions]

If you require any further information or clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]